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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
Address	:	3 rd Floor, “Nipunatha Piyasa” Elvitigala Mawatha Narahenpita, Colombo 05
Email address	:	info@tvec.gov.lk
Website	:	www.tvec.gov.lk
Telephone	:	011-5849291
Fax	:	011-2555007
Auditors	:	Auditor General Auditor General’s Department Independence Square Colombo 07
Bankers	:	People’s Bank YMBA Branch Borella

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

The year 2013 was a year with full of challenges as in the past for the Tertiary and Vocational Education Commission (TVEC) in its service delivery activities. The TVEC operates as per the provisions of the Tertiary and Vocational Education Act (TVE) No. 20 of 1990 and the TVE Act (amendment) No. 50 of 1999. In order to meet the challenges in implementation of reforms brought in with the NVQ framework, it became necessary to revise the Tertiary and Vocational Education Acts to prepare a legal framework for the purpose of implementation of TVET reforms. It was able to pursue this activity and achieve procedural process and submit the draft Act to the Legal Draftsman Department for its observations in the year under review. Sooner the observations of the Department are received, the amended Act will be submitted to the Parliament for approval.

In 2013, TVEC was able to get involved in designing the project activities which are to be funded by the Asian Development Bank (ADB) and the World Bank which intends to consolidate the works of previous two projects of Skills Development Project (SDP) and the Technical Education Development Project (TEDP) for the purpose of implementing the reforms put forward with the NVQ framework in the TVET sector of Sri Lanka. The activities of the new project are to be effected since mid of year 2014.

The TVEC passionately took part in accelerated program on developing 22 diplomas at the NVQ level 5 and 6 for the purpose of preparing human capital for middle management level in the organizations of services and manufacturing sectors of growing economy of Sri Lanka. Under this program, the Ministry assigned the TVEC to develop National Competency Standards (NCS) and curricula for 08 diploma courses where the TVEC was able to complete the assigned activity in less than 5 months. At the same time, the other NCS and curricula developed by other institutions were also monitored and endorsed. The new diploma courses are to be taught in the University Colleges to be established. In addition, 07 NCS at NVQ level 1 – 4 have been endorsed and 05 NCS have been translated to Sinhalese language and 10 NCS have been translated to Tamil language during the year under review. Two (02) workshops were held for introduction of NCS for Basic Competencies to Work during 2013. A circular was also issued to make aware the guidelines for awarding of NVQ during the year under review.

It was able to obtain the approval for new staff of the new division to be established to streamline the competency assessments for awarding of National Vocational Qualifications. After obtaining the observations and approval of the Governing Board of the TVEC, the documents were forwarded to the Management Services Department for the purpose of making

recruitment to the new division. Upon the approval of the Management Services Department the recruitments will be made as required. The TVEC has been able to recruit staff for other positions during the year 2013.

The NVQ certificate unit of the TVEC has been able to print and disseminate 22,855 certificates during the year 2013 in which a higher number of certificates have been issued to the private sector institutions. By end of 2013, a total of 90,958 NVQ certificates have been issued over the past years.

Among the activities performed by the planning and research division, awarding financial grants was implemented in 2013 as well in which Rs. 4.1 Mn. were distributed among 21 public, private and NGO sector registered training institutions. With grants assistance, the relevant courses would be accredited and thus be able to award NVQ certificates. Monitoring of previous grants awarded in past year was also implemented in 2013. Under the Vocational Education and Training (VET) plans development program, two workshops were held to review the progress of development of Transport sector VET Plan. Under the renewal of VET plans developed earlier, manpower requirements were estimated for 10 VET Plans developed in the past years. Under the Provincial VET Plans development program, the North Western Province VET plan was completed and was able to obtain approval of the Commission during the year under review. It was able to commence development of 3 new provincial VET Plans for Western, Uva and Central provinces during the year 2013. Research activities of the Research Cell were also implemented in 2013 where 09 research studies started in 2012 were completed and presented at the Research Convention – 2013 held during the year under review. As a routine, Corporate Plan of the TVEC was updated and accordingly the Annual Implementation Plan for 2014 was prepared and obtained approval during the year 2013.

In the area of quality assurance of TVET, the TVEC was able to register 256 training institutes though it was targeted to register 225 training institutes in 2013. This is a progress beyond the targets set in 2013. In the program of renewal of registration, registrations of 250 institutes were done as targeted in 2013. The staff members of the division worked tirelessly to achieve these progress and I appreciate all of them for the progress recorded. As a routine, awareness programs were held to promote registration and the general public was made aware through publishing newspaper advertisements during the year 2013. Under the course accreditation program, 557 courses have been accredited during the year by increasing the total number of courses accredited to 1,601 courses by end of 2013. In these course there were 426 courses provided by private sector training institutions. This is an essential and priority achievement which has to be commended as private sector institutes provide training as per the national standards. Renewal of accreditation was done for 151 courses during the year 2013. Under the establishment of Quality Management Systems in the institutes, 03 quality manuals have been

received and observations on the same were sent to the relevant institutes by the TVEC. During the year 2013, 425 registration verifications letters have been issued for foreign employment purposes. For the purpose of recruitment to various positions, 375 certificate verification letters have also been issued in 2013. As income generation, Rs. 3.8 Mn was earned through course accreditation and registration of training institutes during the year 2013.

For the purpose of policy making and decision making, the Information Systems (IS) division has been able to prepare the bi-annual labour market information bulletin and the annual TVET Guide – 2014 in the year 2013. In addition, the IS division was able to prepare TVEC Newsletter and few other Labour market publications in 2013. The website of the TVEC was updated appropriately and the information technology support services and system administration also provided by the Information Systems division as a routine in 2013.

The TVEC implemented another program called “Touch Your Future” National Skills and Innovation Competition for the purpose of promotion of the TVET sector. The TVEC was assigned to supervise the preliminary competition of public sector institutes and to conduct preliminary competition of the private sector institutions. Designing and operation of media campaign was also assigned to the TVEC. The TVEC organized the provincial competition for both public and private sector institutions. The staff of the TVEC devoted considerable effort and commitment in this regard and my appreciation has been accorded to all of them for the progress achieved.

The TVEC as the apex body for TVET in the country maintains healthy international relations with leading agencies where the TVEC get involved in strengthening the UNESCO-UNIVOC network. A branch of the UNESCO-UNIVOC network was established in the TVEC to effectively implement this activity. For the purpose of exchange of knowledge related to implementation of TVET courses effectively, a high profile team from Pakistan attended a series of workshops at the TVEC. A methodology was developed to recognize and certify the courses based on e-learning as a measure of promoting distance and mix mode of learning on TVET among youth.

The TVEC has been able to promote open and distance learning in Commonwealth countries on the initiative of the Ministry of Youth Affairs and Skills development through the UNIVOC centre. A capacity development program was organized with the funding assistance from the Themasek Foundation of Singapore for trainers of TVET sector of Sri Lanka in which the TVEC officers also attended in 2013.

Overall, the year 2013 was an year of challenges for all staff of the TVEC. They have been able to fulfill all responsibilities assigned to them and I appreciate all of them for the excellent work done.



Dr. S. D. R. Perera
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 2013 was as follows;

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

- | | | | |
|-----|---|---|----------|
| 1. | Prof. Dayantha S. Wijeyesekera
Tertiary and Vocational Education Commission | - | Chairman |
| 2. | Mr. Nalin Attygala
Representative from the Federation of Chambers of Commerce and Industry of Sri Lanka. | - | Member |
| 3. | Dr. K. L. Chandrathilake
Representative from the Employers' Federation of Ceylon | - | Member |
| 4. | Mr. Nandadasa Rajapakse
Representative from the Chamber of Small and Medium Scale Industry | - | Member |
| 5. | Mr. C. Lal de Alwis
Representative from the National Chamber of Commerce | - | Member |
| 6. | Mr. Tissa Seneviratne
Representative from the National Chamber of Industry | - | Member |
| 7. | Mr. C. J. Gunaseela
Representative from the Chamber of Commerce and Industry
Sabaragamuwa Province | - | Member |
| 8. | Mr. I. S. Thilakawardhane
Representative from the Ceylon Chamber of Commerce | - | Member |
| 9. | Mr. Senerath Jayasundera, Attorney at Law
Member appointed by the Hon. Minister | - | Member |
| 10. | Dr. G. Wijesooriya
Member appointed by the Hon. Minister | - | Member |

(Resigned from the Board of the TVEC with effect from 31.05.2013)
Ex-officio members appointed as per sections 6(1) (a) to (g) of the Act;

- | | | | |
|-----|--|---|--------|
| (a) | Mr. B. H. S. Suraweera
Actg. Director General, Tertiary and Vocational Education Commission
(Served until 28.02.2013) | - | Member |
| | Dr. S. D. R. Perera
Director General, Tertiary and Vocational Education Commission | - | Member |
| (b) | Mr. K. A. C. Arunadeva Silva
Chairman, National Apprentice and Industrial Training Authority (NAITA) | - | Member |
| (c) | Colonel Colonel Dharshana Rathnayake
Chairman, Vocational Training Authority of Sri Lanka (VTA) | - | Member |
| (d) | Mr. W. A. Jayawickrama
Director General (Actg.), Department of Technical Education and Training
(Served until 30.06.2013) | - | Member |
| | Mr. S. Balasubramaniam
Director General, Department of Technical Education and Training (Appointed with effect from 01.07.2013) | | |
| (e) | Prof. K. Kapila C. K. Perera
Director General, | - | Member |
| | Mr. Hilary E. Silva,
Director General, (With effect from February 2013)
Sri Lanka Institute of Advanced Technical Education | | |
| (f) | Mr. P. H. A. S. Wijayeratne
Director (National Budget Department)
Representative from the Ministry of Finance and General Treasury | - | Member |
| (g) | Mr. Lesley Devendra
Representative from the Trade Unions | - | Member |

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 70 other staff members have been appointed to carry out the functions and programs of the TVEC implemented during the year 2013. 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 85 is approved by the Department of Management Services for the TVEC, a total of 70 staff members were in service as at 31st December 2013 of which details are given below;

Table 3.1: Details of Staff of the TVEC - 2013

Title of position		Number of approved positions	Number in service as at 31 st December 2013
01.	Director General	01	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	15	12
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	-
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	-
19.	Management Assistant (Class I, Class II, Class III)	15	15
20.	Driver (Class I, Class II, Class III)	12	11
21.	Office Assistant	07	07
	Total	85	70

For the Position vacant for Driver, the applicant who was selected after the interview on 01.01.2013 and has vacated his post on 20.11.2013. As the interviews were held on 27.12.2013 for selection of Assistant Directors and accordingly recruited three Assistant Directors, the longstanding issue at this level would be solved. Also as the interviews were held on 31.12.2013 for selection of Development Officers and accordingly recruited four Development Officers the manpower strength issue at this level would be solved. Interviews were held on 07.01.2014 for recruitment of Computer Applications Assistants and as two of them recruited in the post, the problem is these positions also would be solved.

Though two interviews were held on 21.05.2013 and 16.09.2013 for recruitment of an Administrative Officer, there were no suitable applicants to fill the position being vacant. Hence revised scheme of recruitment for Administrative Officer and Translator posts were sent to the Management Services Department for approval. The Management Services Department has sent their approval on 22.01.2014 in this regard and thus interviews can be held for recruitment to these positions.

Applications were called for two Directors Positions being vacant and the Governing Board has proposed amendments to the scheme of recruitment of the Directors Positions and those amendments have been sent to the Management Services Department for approval. The Management has decided to postpone the recruitment until the Management Services Department approves the amended scheme of recruitment.

Applications have been called for recruitment to the posts of Translator and Library Assistants and as no suitable persons have applied for Translator post, as per the revised scheme of recruitment as approved by the Management Services Department, new applications would be called for Administrative Officer post and the Translator post in near future. Arrangements would be made to conduct the interviews for Library Assistant post as per the applications received for the post.

4.0 Administration and Finance Division

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

In relation to supplying human resources, the Administration division was able to recruit following persons to the corresponding positions during the year 2013.

4.1 New appointments made in 2013

Name	Designation	Date
Dr. S. D. R. Perera	Director General	01.03.2013
Mr. H. G. K. N. Bandara	Assistant Director	01.02.2013
Mr. Dimuthu Pradeep Vithanage	Development Officer	06.06.2013
Miss. Vathsala Madhushani	Development Officer	15.07.2013
Miss. K. A. W. Anuruddhika	Computer Applications Assistant	15.07.2013
Miss. Vimukthi Dharshanika	Management Assistant	01.03.2013
Miss. Shashika Chathranganie	Management Assistant	06.06.2013
Mr. A. P. Supun Tharaka	Driver	01.01.2013
Mr. Nishantha Kamalpriya	Driver	02.09.2013
Mr. Lasantha Sandaruwan	Office Assistant	02.09.2013

The Ministry has assigned following officers as Development Officers to the TVEC under the Graduate Placement scheme.

Name	Designation	Date
Miss. M. S. S. Marasinghe	Development Officer	06.05.2013
Miss. R. D. S. Amerasena	Development Officer	02.05.2013
Miss. Madhusa Abeydeera	Development Officer	06.05.2013
Miss. M. R. H. C. Sooriyawansa	Development Officer	06.05.2013
Miss. G. R. S. Seneviratne	Development Officer	02.05.2013
Miss. S. V. Nirmala Ranjanie	Development Officer	06.05.2013

4.2 Resignations in 2013

Mrs. J. D. N. P. Jayakodi	Junior programmer/ Analyst Programmer	31.01.2013
Mrs. Piyumi Dilhanie	Computer Applications Assistant	28.02.2013
Mr. K. M. G. S. K. Dias	Management Assistant	28.02.2013
Mr. J. Thilak Dhammika	Office Assistant	01.07.2013
Mr. Dimuthu Pradeep Vithanage	Development Officer	30.09.2013
Mr. Supun Rathna Thilina	Driver	20.11.2013

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	28.02.2013
Mr. S. U. K. Rubasinghe	to cover up the duties of Director (Standards & Accreditation)	Since 01/07/2009

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. Though the new Scheme of Recruitment was approved by the Management Services Department and the Salaries and Cadre Commission, recruitment to the post of Director (Standards and Accreditation) was delayed as the Governing Board proposed amendments to the Scheme of Recruitment. The proposals were forwarded to the Management Services Department and the soon as the department approves the amended scheme of recruitment, the recruitment to the post will be made.

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 2013.

Local Training - 2013

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	Institute	Duration
Mr. B. H. S. Suraweera	Deputy Director General	SLITAD National Conference	SLITAD	08.05.2013
Mrs. Wathsala Madushani	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Mrs. B. S. J. Vipulsi	Development Officer			
Mrs. H. M. A. D. K. Herath	Development Officer	Project Management	SDFL	23-24. 07.2013
Mrs. D. N. I. D. De Silva	Development Officer	Project Management	SDFL	23-24. 07.2013
Miss. R. D. S. Amerasena	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Miss. M.M. S. Marasinghe	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Miss. Madhusa Abeydeera	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Miss. M. R. H. C. Sooriyawansa	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Miss. S. V. Nirmala Ranjanie	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Miss. G. R. S. Seneviratne	Development Officer	Induction Training	SDFL	13-25. 07. 2013
Mr. Suminda Arunakeerthi	Management Assistant	One day workshop on stores management and supply chain management	ICTAD	21.02.2013
		One day workshop on transport management	SDFL	20.06.2013
		NVQ level 3 Clerk	NAITA	03.04.2013

Name	Designation	Subject/topic	Institute	Duration
Mr. Indika Sampath	Management Assistant	Bachelor of Management Studies	OUSL	Three years
Miss. Shashika Chathuranganie	Management Assistant	Induction Training	SDFL	23-25. 07. 2013
Miss. Vimukthi Dharshika	Management Assistant	Induction Training	SDFL	23-25. 07. 2013
Mr. R. G. Asanka Tissa Kumara	Management Assistant	NVQ level 3 Clerk	NAITA	03.04.2013
Miss. Nisansala Dilrukshi	Management Assistant	NVQ level 3 Clerk	NAITA	03.04.2013
Mr. G. C. Janak De Silva	Management Assistant	One day workshop on stores management and supply chain management	ICTAD	21.02.2013
Miss. K. A. W. Anuruddhika	Computer Applications Assistant	Induction Training	SDFL	23-25. 07. 2013
Mr. S. S. Kalpage	Office Assistant	NVQ Level 3 Computer Applications Assistant	NAITA	03.04.2013

Foreign Training – 2013

Table 4.2: Foreign training

Name	Designation	Subject/topic	Country	Time duration
Dr. S. D. R. Perera	Director General	Asia Pacific International Education Forum	Australia	28-30. 08.2013
		National Conference on Technical Skills Engagement and its Impact on Employment	Iran	07-10. 05.2013
Mr. J. A. D. J. Jayalath	Director (Information Systems)	Participation in regional forum Asia and the Pacific on advancing TVET for youth employment and	Korea	01-08. 09.2013

Name	Designation	Subject/topic	Country	Time duration
Mr. P. K. Sunil	Deputy Director (NVQ)	Seminar on vocational education management	China	08-30. 04.2013
Mrs. W. A. W. C. Premaratne	Deputy Director (Standards & Accreditation)	UNIVOC consultant workshop on “Regional Plan of Action 2013”	UN Campus, Bonn, Germany	17-20. 03.2013
Mrs. Laksara Edirisooriya	Labour Market Analyst	Dujiangyan International Forum: Skills Development for Rural Youth Through ICT	China	24-28. 10.2013
Mr. P. M. C. P. Gunathilake	Assistant Director	Training of Tutors	Germany	21-26. 04.2013
Mrs. W. A. L. Damayanthi	Statistician	Research workshop on Transferable Skills in TVET	China	22-28. 10.2013

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
Chairman | - Chartered Institute of Logistics and Transport
- 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 - The British Computer Society (BCS)
Director (Information Systems) The Computer Society of Sri Lanka
5. Mr. S. U. K. Rubasinghe - Institution of Engineers Sri Lanka
Actg. Director (Standards and Accreditation)
6. Mr. Vajira Perera - Institution of Management Sri Lanka
Director (National Vocational Qualifications)
7. Mr. Anura Weerakoon - Sri Lanka Librarian Association
Librarian

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 2013 was as follows;

- | | | |
|-----------------------------|---|----------------|
| * For recurrent expenditure | - | Rs. 60.957 Mn. |
| * For capital expenditure | - | Rs. 15.0 Mn. |

During the year under review, the General Treasury has released Rs. 53.6407 Mn for recurrent expenditure and Rs. 10.060 Mn for capital expenditure of the TVEC.

When it compared with estimated expenditure of 2013 with that of 2012, an increase of recurrent expenditure by 9.6% and an increase of capital expenditure by 18% were observed during the year under review.

It was able to deposit Rs. 2.5 Mn 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. 5.165 Mn however, it 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	1,500,00.00	1,372,385.00
2. Registration fees	550,000.00	1,048,500.00
3. Course accreditation fees	1,000,000.00	1,375,600.00
4. Other	2,115,000.00	1,170,696.00
Total	<u>5,165,000.00</u>	<u>4,497,181.00</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 and the Director General 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 of the TVEC comprised of following members;
 - Mr. P. H. A. S. Wijeratne – Committee Chairman
 - Mr. Chandralal De Alwis – Member
 - Mr. Tissa Seneviratne - Member
2. The Audit and Management Committee of the TVEC had meetings in four occasions on 18.03.2013, 04.06.2013, 15.08.2013, and 18.12.2013 during the year under review.
3. 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
4. Internal audit program was implemented covering six (06) major audit areas during the year under review and it was able to undertake one (01) unplanned audit as directed by the Director General and the Audit and Management Committee.

4.8 Legal affairs

i. 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 94 such institutions have been informed this requirement officially and 53 institutions have positively responded to the TVEC.

ii. 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 and the relevant courts which has prevented the TVEC taking legal actions against those institutions.

Action has been taken to include provisions for the judiciary powers and thereby to strengthen the Parliamentary Act.

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 sub committee. The sub committee had discussions with the Heads of divisions of the TVEC and other stakeholders. Accordingly the sub committee had drafted the amendment act and published the same in the website of the TVEC for public comments and then the draft was submitted to the Ministry of Youth Affairs and Skills Development. Having obtained the approval of the Cabinet of Ministers, the amended draft act was submitted to the Committee that assist the Parliamentary sub committee on Judiciary Affairs. The committee convened its meeting on 07.06.2013 at the Ministry of Justice and the Parliamentary sub committee on Judiciary Affairs was convened on 02.07.2013 and the committee forwarded its amendments to section 6, 7

and 11 of the Act. Thereafter, the amended draft Act was submitted to the Legal Draftsman Department in August 2013 for further action.

iii. 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 with the Directors of the TVEC at the Attorney General's Department in this regard. The Attorney General's Department advised to proceed with Reconciliation Councils and accordingly the Assistant Director (Legal) filed cases there and as per the agreement at the Reconciliation Council on 23.11.2013 the ATC Computer Institute agreed to pay back the grant money of Rs. 194,659.00 by installments each worth Rs. 32,444.00. The ATC Computer Institute has paid two installments so far. The St. John's Technical Institute has paid back the full amount of Rs. 161,875.00. The Nirmani Development Foundation agreed to pay back the grant money of Rs. 290,500.00 by installments each worth Rs. 24,708.00 and has so far paid back one installment.

iv. 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 already 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. In addition action was taken on 30.05.2013 to register the title words "Tertiary and Vocational Education Commission" at the National Intellectual Property office.

v. Convening of Governing Board Meetings

The Assistant Director (Legal) acts as the Board Secretary as well and has convened 10 Governing Board meetings during the year under review.

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
- Prepare monthly, quarterly and annual performance reports of the TVEC

The Planning & Research division has carried out the following programs under each of aforementioned core activities in the year 2013:

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

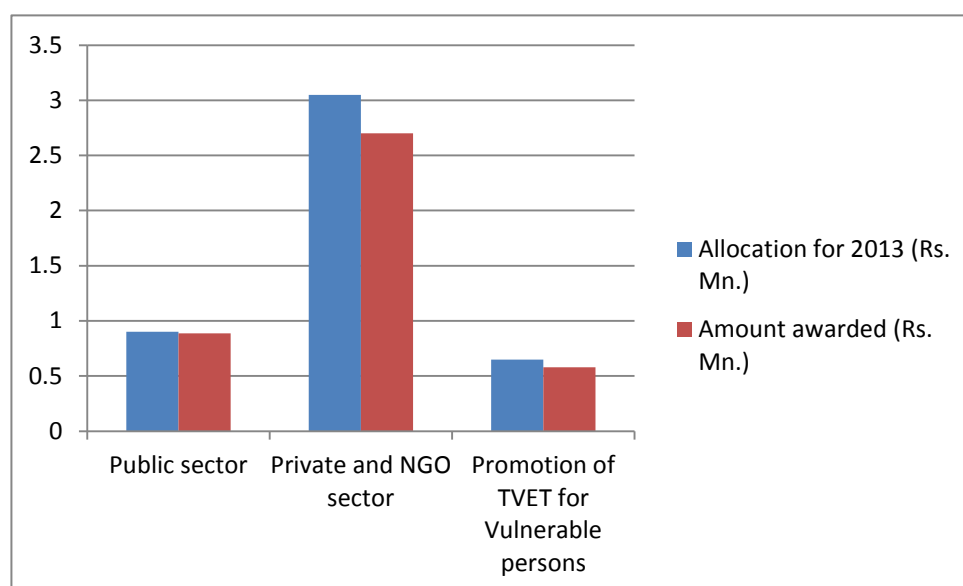
The purpose of providing financial assistance to public, private and NGO sector training institutions is to help them purchasing required machinery, equipment and tools in order to improve quality and labour market relevance of training courses. Through this program, the relevant courses can be upgraded 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.

During the year under review, the program was implemented island wide and was able to award expected allocation of financial assistance during the year 2013. Table 5.1 depicted below gives details of financial assistance provided by sector during the year 2013.

Table 5.1: Sector wise distribution of financial assistance awarded in 2013

Sector	Allocation for 2013 (Rs. Mn)		No. of courses targeted		No. of courses awarded (Actual expenditure)	No. of institutions	Amount awarded (Rs. Mn)
	Original	Revised	Original	Revised			
Public sector	0.9	0.9	07	07	05	05	0.887
Private/NGO sector	3.5	3.05	25	19	13	13	* 2.702
Promotion of TVET for vulnerable youth	0.75	0.65	08	08	07	07	0.580
Total	5.15	4.60	40	34	25	25	4.169

*Rs. 0.476 Mn. was to be spent in 2014

Chart 5.1: Sector wise distribution of financial assistance awarded in 2013

The grants awarding ceremony was held on 27.11.2013 at the Minister of Youth Affairs and Skills Development with the presence of Hon. Dullas Alahapperuma, Minister of Youth Affairs and Skills Development. The picture below depicts Hon. Minister awards a cheque to an institute while the Secretary of the Ministry looks on. The Director General and the Director of the Planning & Research division of the TVEC was also present in the occasion.



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

5.1.1 Awarding of financial assistance to public sector training institutions

This scheme has been in operation over the past 14 years since 1999. The purpose of the scheme is to implement training activities identified in Vocational Education and Training (VET) plans prepared by the TVEC and the priority areas identified labour market trends. Opportunities are given to get the relevant courses accredited and award certificates under the NVQ framework. It has been observed that the courses that were given financial grants in the past are running in satisfactory manner.

In the year 2013, the training institutions that were operating outside the Ministry of Youth Affairs and Skills Development were considered for awarding of financial grants. Accordingly, applications were called from those institutions outside the Ministry and out of the applications received, 22 institutions were selected where the institutions operating under the provincial councils were given priority. Accordingly, awareness programs were conducted for instructors of three (03) provinces where the topics such as NVQ framework, institute registration, and course accreditation were discussed.

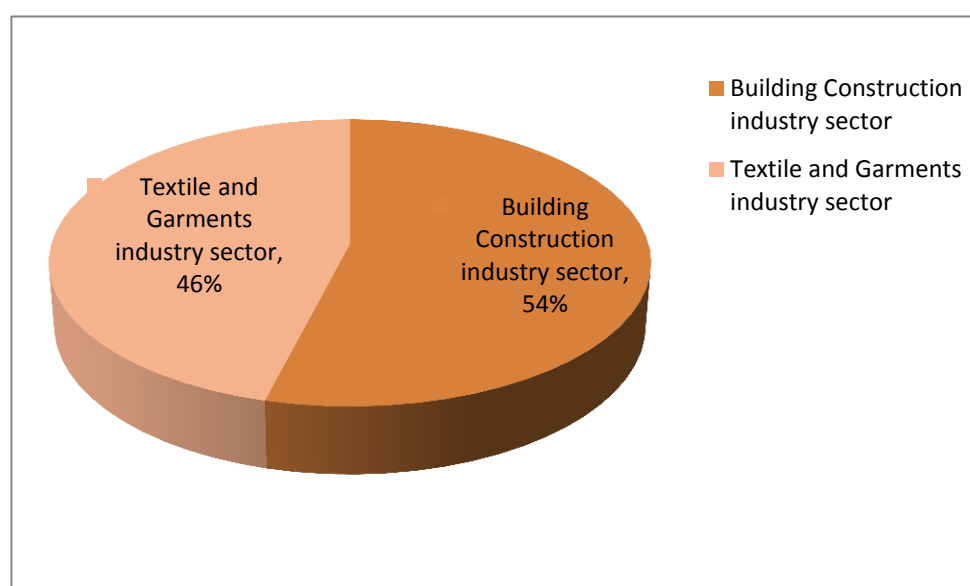
An allocation of Rs. 0.9 Mn was available to be awarded among 17 courses under this program in 2013. Accordingly, Rs. 0.887 Mn. was distributed among 05 courses conducted by 05 institutions operated by provincial councils thereby spending 98.5% of the total allocations available for 2013. Table 5.2 depicted 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 -2013

No.	Industry Sector	Number of Courses	Amount awarded (Rs.)	%
1	Building Construction industry sector	04	480,603.00	54%
2	Textile and Garments industry sector	01	406,640.00	46%
	Total	10	887,243.00	100%

As shown in the table 5.2 above, it was able to award financial assistance covering 2 industry sectors where 54% of financial assistance was awarded to courses that train youth for construction industry sector which has a higher labour market demand locally and internationally. 46% of grants were awarded to courses in Textile and Garments 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 - 2013



The table 5.3 below gives the details of financial assistance awarded to different training institutions in the public sector in 2013.

Table 5.3: Awarding of financial assistance to public sector training institutions - 2013

No.	Name of the Institute	Industry Sector	Training Course and NVQ Level	Awarded amount (Rs.)
Southern Provincial Council				
1.	Technical Training Institute (Carpentry), Industrial Development Department Kithalagama West Thihagoda.	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	168,500.00
Sub Total – Southern Provincial Council				168,500.00
Sabaragamuwa Provincial Council				
2.	Technical Training Institute (Carpentry), Pitihuma Kegalle	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	122,063.00
3.	Ballapana Technical Training Institute Ballapana Galigamuwa Town	Textile and Garments	Industrial Sewing Machine Operator (NVQ Level 3)	406,640.00
Sub Total – Sabaragamuwa Provincial Council				528,703.00
North Western Provincial Council				
4.	Technical Training Institute (Carpentry), Budjjogamuwa	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	89,120.00
5.	Technical Training Institute (Carpentry), Negambo Road Malkaduwawa Kurunegala	Construction Industry	Woodcraftsman (Furniture) NVQ Level 4	100,920.00
Sub Total – North Western Provincial Council				190,840.00
Grand Total				887,243.00

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

As per the Revised Annual Implementation Plan of 2013, an allocation of Rs. 3.05 Mn was available to be disbursed among 19 courses conducted by private and NGO sector training institutions in the year 2013 for the purpose of improving quality and labour market relevance of training programs. A total of 92 applications were received and 48 were physically evaluated for award of grants. Out of the evaluated applications, 17 were selected for awarding of grants in 2013.

The 17 institutes thus selected were providing 19 courses which have been selected for awarding of grants. However, 3 institutes that conduct 6 courses have not submitted accreditation applications and hence not prioritized for awarding of grants and thus did not sign the relevant agreements. Accordingly, Rs. 0.27 Mn could not be spent as planned. In overall, it was able to spent 87.5% of the allocation available for this program in 2013.

Table 5.4 provides details of institutions, courses and amounts of grants awarded for private and NGO sector institutes in the year 2013.

Table 5.4 Awarding of financial assistance to training institutions in the private & NGO sectors – 2013

No	Training Institute and Address	Industry Sector	Training Course and NVQ Level	Approved Amount (Rs.)	Reimbursed Amount (Rs.)
1.	Kinniya Institute of Technology, Munaichena, Kuttitheevu, Kinniya	Electrical and Electronic	Refrigeration and Air conditioning mechanic NVQ Level 3	145,600.00	107,170.00
2.	Baking, Cooking and Confectionary Training Centre, 255/1 Kirula Road, Colombo 5	Food and Beverage	Cook NVQ Level	116,326.10	93,170.00
3.	Triangle Living Care, No. 04, 1st Station Lane, Udahamulla, Nugegoda	Health	Nurse Assistant NVQ Level 3	222,530.00	219,030.00
4.	SANASA Information Technology and Management Education Institute 437, Madampe Road, Kuliyaipitiya	Textile and Garment	Industrial Sewing Machine Operator NVQ Level 3	404,950.00	404,950.00

No	Training Institute and Address	Industry Sector	Training Course and NVQ Level	Approved Amount (Rs.)	Reimbursed Amount (Rs.)
5.	Realway Institute of Information Technology No.152, Kandy Road Pahala Imbulgoda Imbulgoda	Information and Communication Technology	Computer Hardware Technician NVQ Level 4	63,280.00	62,825.00
6.	MDP Computer Training Centre and IT Professional Center 60 C, Station Road, Kandana	Information and Communication Technology	ICT Technician NVQ Level 4	110,320.00	105,420.00
7.	Don Bosco Vocational Training Centre Puttalam Road, Nochchiyagama	Automobile Repairer and Maintenance	Automobile Mechanic NVQ Level 4	737,443.00	688,401.70
8.	Royal Computer Centre, Boundary Road, Kaluthavalai 01	Information and Communication Technology	Computer Hardware Technician NVQ Level 4	33,915.00	9,310.00
9.	Sarvodaya Sramadana Sangamaya , Sathrukun, Batticaloa	Automobile Repairer and Maintenance	Motor Cycle Mechanic NVQ Level 4	227,927.00	223,811.00
10.	St. Anthonys Technical Institute Sathurukun, Batticaloa	Automobile Repairer and Maintenance	Automobile Mechanic NVQ Level 4	233,730.00	233,730.00
11.	New A. C. S. Technical Training Institute No. 144, Naligama Meerigama	Electrical and Electronic	Refrigeration and Air conditioning mechanic NVQ Level 3	77,000.00	77,000.00
Total				2,373,021.10	2,224,817.70

As shown in above table, it was able to disburse a total of Rs. 2.2 Mn. among 11 courses conducted by 11 institutes in the year 2013. However, as it was not able to complete purchasing by 2 institutes, the relevant grants amounts were brought forward to 2014 in order to reimburse the amounts after they complete the purchasing of which details are given below.

Table 5.5: Details of institutes of which payments were differed to 2014

No.	Training Institute and Address	Industry Sector	Training Course and NVQ Level	Approved Amount (Rs.)
1.	Future Link Institute Technological Studies, No. 122, Arnold Rathnayake Mawatha, Colombo 10	Automobile Repairer and Maintenance	Automobile Mechanic NVQ Level 4	404,767.30
2.	YMCA Inter National Academy, No. 11, Station Road, Matara	Metal and Light Engineering	Aluminium Fabricator NVQ Level 3	72,065.00
Total amount differed from allocation of 2013				476,832.30

The table 5.6 below gives details of institutes of which agreements could not be signed

Table 5.6: Details of institutes of which agreements could not be signed

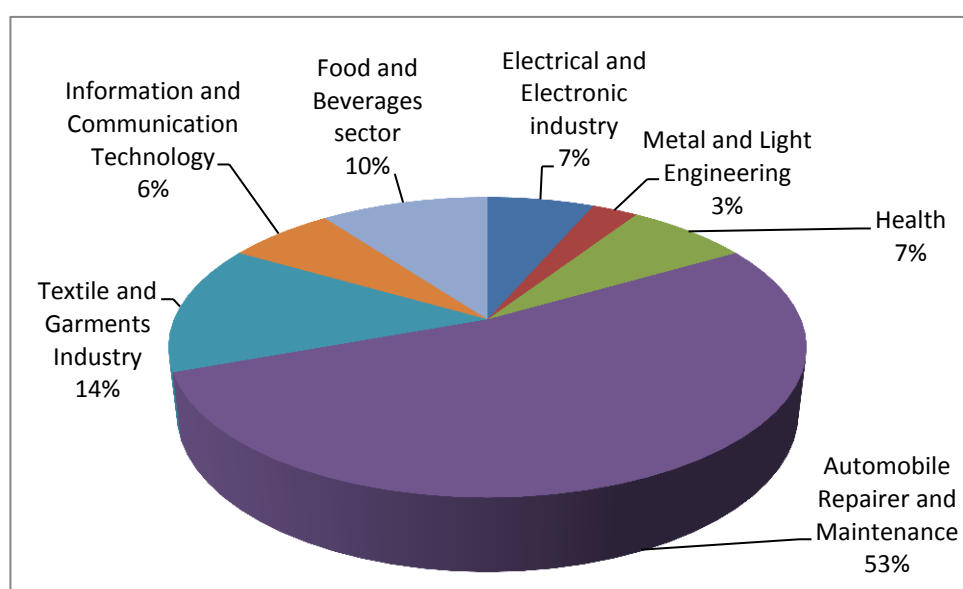
No.	Training Institute and Address	Training Course and NVQ Level	Approved Amount (Rs.)	Reason for not signing the agreement
1.	Jaffna College Institute of Technology, Vaddukoddai	Machinist NVQ Level 3	68,810.00	Accredittaiion application not submitted
		Computer Hardware Technician NVQ Level 4	13,720.00	
		Aluminium Fabricator NVQ Level 3	20,580.00	
2.	Patrician Institutes, 61, St. Patrick's Road, Jaffna	Refrigeration & Air-Conditioning Mechanic NVQ Level 3	47,250.00	Renewal of registration was not succesful by the date of signing of agreement
3.	Don Bosco Vocational Training Center, Mannar	Welder NVQ Level 3	17,150.00	Accredittaiion application not submitted
4.	Lanka Nursing School, P. O. Box 05, Mallika Building, Wahara, Kurunegala	Nurse Assistant NVQ Level 3	108,360.00	Applicant did no attend for signing of agreement
Total amount not reimbursed (Rs.)			275,870.00	

Accordingly, Rs. 752,702.30 could not be disbursed during the year 2013.

Table 5.7: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2013

Industry sector	No. of courses	Amount awarded (Rs.)	%
Electrical and Electronic industry	02	184,170.00	7.0
Metal and Light Engineering	01	72,065.00	3.0
Health	01	219,030.00	8.0
Automobile Repairer and Maintenance	04	1,550,710.00	57.0
Textile and Garments Industry	01	404,950.00	15.0
Information and Communication Technology	03	177,555.00	07
Food and Beverages sector	01	93,170.00	11.0
Total	15	2,701,650.00	100%

Chart 5.3: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2013



It was able to disburse 57% of the total allocation available for awarding of financial grants in 2013 to private and NGO sector training institutes for Automobile Repair and Maintenance industry sector where most of institutes prefer to provide training. The Table 5.7 and the corresponding Chart 5.3 depict details of the program.

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 2013, Rs. 0.65 Mn was allocated for disbursement among 08 courses as per the revised Annual Implementation Plan of the year. Three (03) training institutions that are registered under the TVEC that provide seven (07) courses were awarded Rs. 0.58 Mn. of financial assistance in 2012. Through the scheme, it was able to disburse 77% of the allocation available for this purpose in 2012 as there were no suitable applicants in the 5 institutes applied for the grants scheme. Details of the program are given in table 5.8 below. .

Table 5.8: Awarding of financial assistance to promote training for vulnerable people- 2013

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
1.	Vocational Training Centre Department of Social Services Ketawala, Leula Kandy	Vocational Training Centre Department of Social Services	Electrical and Electronic Industry	Electrician	60,700.00
			Information and Communication Technology	Computer Hardware Technician	11,300.00
			Metal and Light Engineering	Machinist	49,300.00
			Automobile Repair and Maintenance industry	Automobile Mechanic	22,150.00
2.	Vocational Training Centre Department of Social Services Wewinna Waththegama	Department of Social Services	Automobile Repair and Maintenance industry	Automobile Mechanic	43,450.00
			Leather and Footwear industry	Leather Footwear Maker	55,950.00

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
3.	Sethsevana Vocational Development Centre Bolawalana Negombo	NGO	Printing industry	Computer Graphic Designer	337,500.00
Total grant awarded Rs.					580,350.00

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 2013 as well to physically evaluate the training institutions that were given financial assistance in the year 2012 and was able to evaluate 34 institutions out of 36 institutes that were given financial assistance in 2012. It was found by the evaluation that 07 out of 15 courses in the private sector have been accredited to award NVQ. It was found that other courses were being in progress for accreditation process. During the evaluation program, it was found that 10 public sector courses were not able to obtain accreditation. Details of the program implementation are given in table 5.9 below.

Table 5.9: Findings of monitoring program

Sector	No. of Institutes to which grants awarded	No. of courses to which grants awarded	No. of courses evaluated	Amount of grant provided (Rs.)	No. of students trained	
					2012	2013
Public institutes	10	10	10	1,446,652.00	122	87
Private institutes	10	15	15	2,137,258.00	437	384
Promotion of training for Vulnerable persons	06	11	09	857,555.00	137	113
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. Up to year 2013, eighteen (18) VET Plans have been developed and fourteen (14) of them have been updated.

5.2.1 Preparation of new VET Plans

- **Transport and Storage sector**

Preparation of Transport and Storage sector VET Plan was started in latter part of 2012. It has been observed that this industry is growing in the economy of Sri Lanka and thus needed an intervention to identify the skills requirements. Draft of the VET plan has been completed and a review meeting was to be held in January 2014. It was prepared by the Uniconsultancy Services of the University of Moratuwa on contract basis. An expenditure of Rs. 740,480.00 was incurred in 2013 for this VET plan and thus was able to spend 54% of the allocation available for the year 2013.

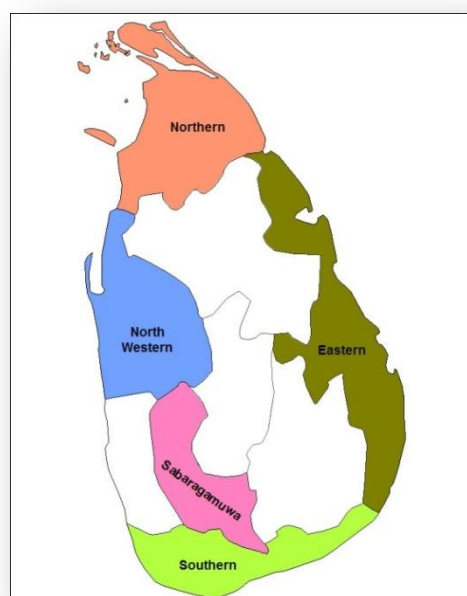
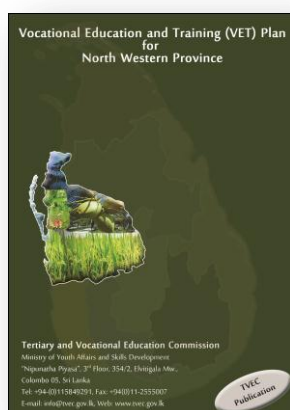
5.2.2 Reviewing and updating of VET plans

Reviewing and updating of 10 previous VET plans have been completed and it was able to complete manpower estimate reports of the 10 industry sectors by end of 2013. This program was started in 2012 and was completed in 2013 as planned of which a list of 10 industry sectors is given below.

- | | |
|-------------------------------------|-----------------------------------|
| • Construction | * Beauty culture and Hairdressing |
| • Printing | * Metal and Light Engineering |
| • Gems and Jewellery | * Plantation |
| • Automobile Repair and Maintenance | * Paramedical |
| • Food and Beverages | * Textile and Garments |

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 2013, preparation of provincial VET plans for Sabaragamuwa, Eastern, Southern and North Western provinces have been completed. First draft of the VET plan to be validated in 2014. This Northern VET Plan was a timely requirement fulfilled by the TVEC.



Action was being taken to develop three (3) more provincial VET plans for provinces of which details are given below.

Table 5.10 Details of Provincial VET Plans being developed

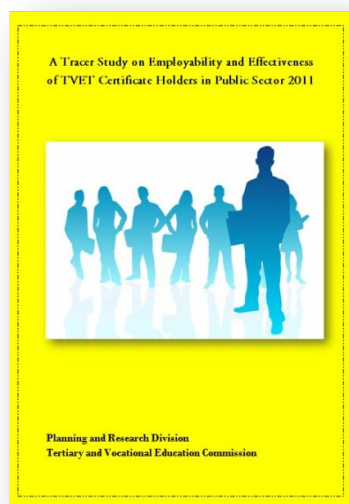
	Province	Development work assigned to	Progress in 2013	Expenditure in 2013 (Rs.)
1	Western	University of Kelaniya	Identification of key industry sectors of the province by analyzing primary and secondary data. Analyzed school statistics for forecast of labour force for next 5 years	199,000.00
2	Central	University of Peradeniya	Three (03) planning workshops were held for Kandy, Matale and Nuwaraeliya districts to identify the key industry sectors. Primary and secondary data analyzed and collected school statistics for forecast of labour force for next 5 years	500,325.00

	Province	Development work assigned to	Progress in 2013	Expenditure in 2013 (Rs.)
3	Uva	University of Uva Wellassa	Two (02) planning workshops were held for Monaragala, and Badulla districts to identify the key industry sectors. Primary and secondary data analyzed and collected school statistics for forecast of labour force for next 5 years	473,268.00

5.4 Implementation of research studies in the TVET sector

Planning and Research division leads the Research Cell of the TVEC which has started its research activities in 2005. Since then, many research have been done and it has been able to contribute in terms of new knowledge to the TVET sector which are uploaded in the TVEC website.

The focus of the Research Cell was on a new area where a tracer survey was implemented by staff of the division in the year 2013 to investigate the employability of TVET graduates. It was estimated Rs. 0.67 Mn. for this program and it was able to complete the work at a cost of Rs. 0.547 Mn. A picture of the report is depicted below.



4th Research Convention

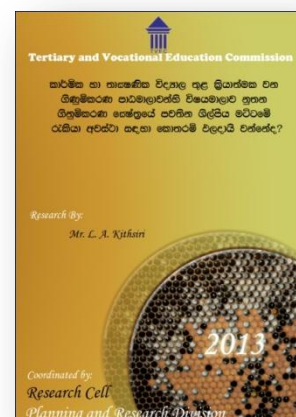
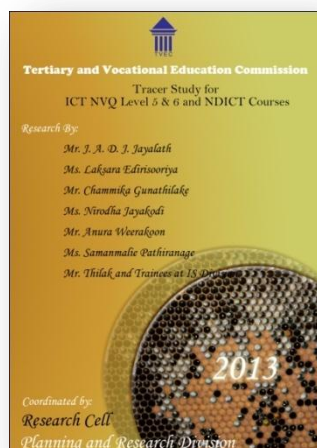
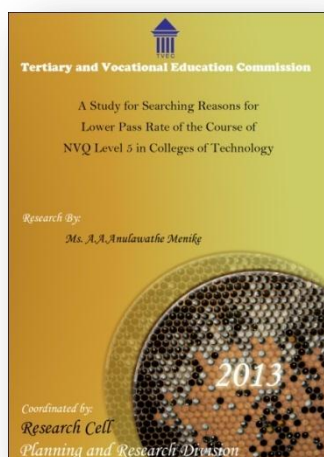
The 4th Research Convention of the TVEC was held on 15th July 2013 where nine (09) research studies in 2012 were presented to the stakeholders of the institutes under the Ministry of Youth Affairs and Skills Development. The Table 5.11 below carries the details of the research studies completed in 2013.



Table 5.11: Details of the research studies completed in 2013

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2012 (Rs.)	Amount spent in 2013 (Rs.)
2011					
1.	The study on relevance of Accounting courses curricula with 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	68,500.00	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

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2012 (Rs.)	Amount spent in 2013 (Rs.)
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
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	182,000.00
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	45,700.00
Workshops and other expenses					78,980.00
			1,026,500.00	472,040.00	546,680.00



The Tracer survey implemented in 2013 incurred a cost of Rs. 0.547 Mn and the research studies incurred an expense of Rs. 0.546 Mn. that made up a total expenditure for research activities to Rs. 1.093 Mn. with a percentage of 91.1% of the allocation available in 2013.

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 (2014-2018) 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. 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, Twelve (12) officers including an Actg. Director, one (01) Deputy Director, three (03) Assistant Directors, three (03) Development Officers, three (03) Management Assistants, and one (01) Office Assistants were in service during the year 2013. 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 2013 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 2013, it was expected to evaluate 225 new institutions for registration and it was able to evaluate 256 which is 31% excess of the target for 2013. Details are given in the table 6.1 below.

Table 6.1: Evaluation of training institutions for registration

2013	No. of institutions
Target	225
Progress	256

Though the Annual implementation Plan keeps a target for registration, the division evaluates all completed applications and those meet the registration requirements are 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 increased number of applications.

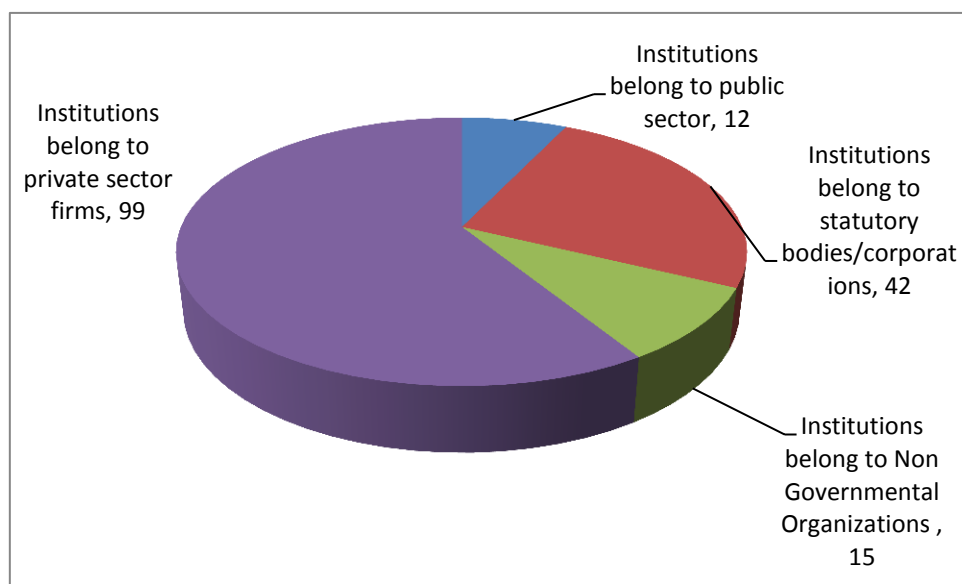
As 168 institutes out of 256 have been able to meet the registration criteria, they have been registered as new institutes. The remaining applicant institutes have not been registered as they did not meet the registration criteria.

Following is an analysis of newly registered training institutions by ownership during the year 2013.

1. Institutions belong to public sector	-	12
2. Institutions belong to statutory bodies/corporations	-	42
3. Institutions belong to Non Governmental Organizations	-	15
4. Institutions belong to private sector firms	-	99
Total	-	168

The Chart 6.1 below shows the newly registered institutions by ownership in 2013.

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 2013 and the TVEC has been able to evaluate 264 during the year under review and register 250 institutions. (This includes the institutions of which registration was expired in 2012). An excess of 14 evaluations for renewal were done in 2013.

From these evaluations, 14 institutions were not able to get through the assessment for renewal of registration due to following reasons;

- Inadequate time duration of courses
- Not furnishing information on curricula and instructional staff
- Not found conducting courses as per the curricula submitted
- Not sufficient information or evidence to ascertain whether they conduct the already registered courses or the courses for which they seek registration
- Inadequate workshop facilities, space and equipment

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

Table 6.2: Evaluation of training institutions for renewal of registration

2013	No. of institutions
Target	250
Progress	264

The TVEC expects to publish a Gazette notification in February 2014 including the institutions registered up to October 2013. The TVEC web (www.tvec.gov.lk) carries information in relation to institutions registered with the TVEC.

6.3 Programs implemented during the year 2013 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 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 15th September 2013
- Advertisements were published regarding selecting an institute for the purpose of training in Silumina, Sunday Lankadeepa, Weerkesarie and Sunday Observer on 5th January 2014

2. Awareness creation through handbills

- Action was taken to print and disseminate handbills on registration and renewal of registration in Sinhalese and Tamil media in exhibitions and Deyata Kirula.
- Awareness by Government Gazette published on 22nd February 2013.

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 delivered 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 targets and actual progress achieved during the year 2013, by sector.

Table 6.3: Details of assessment targets and actual progress - 2013

Training sector	Assessments	
	Target	Progress
Public sector	320	440
Private & NGO sector	75	117
Total	395	557

As shown in the table 6.3 above, it was able to assess 440 courses conducted by public sector institutions as per the relevant National Competency Standards in the year 2013 out of which 309 courses have been accredited. Accordingly, the cumulative number of courses accredited in the public sector institutions has increased to 1,175.

It was able to assess 117 courses conducted by private and NGO sector institutions and was able to accredit 67 courses in the year 2013. Accordingly, the cumulative number of courses accredited in the private and NGO sector institutions has increased to 426.

Accordingly, there were 1,601 accredited courses in the country, by end of 2013.

As per the table 6.3 above, the progress of assessment of public sector courses was outnumbered the target by 120 courses and the same for private/NGO sector courses outnumbered by 42 courses.

This total increase of 162 courses may be attributed to introduction of NVQ into the Government recruitment scheme by the Ministry of Public Administration, making mandatory for Domestic House Keeping assistant to have NVQ when they depart for foreign employment, 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 to 440 course, number of courses accredited were 309 in the public sector. This may be attributed to lack of training equipment, lack of qualified teachers, not conducting courses as per the National Competency Standards and curricula and not conducting continuous assessment as per the guidelines issued. The institutions that have not been able to get through the accreditation assessment have been informed in relation to that and the total number of courses evaluated in 2013 was 557. Out of this number, 376 courses have been accredited.

The table 6.4 shown below gives details of total number of accredited courses by end 2013, by institutions.

Table 6.4: Total number of accredited courses by main training provider as at end of 2013

Main training provider	No. of accreditation applications received in 2013	No. of accreditation assessments done in 2013*	No. of courses accredited in 2013	Total No. of courses accredited by end of 2013
National Apprentice & Industrial Training Authority	20	33	33	99
National Youth Services Council	24	56	18	82
Department of Technical Education & Training	74	90	57	249
Vocational Training Authority of Sri Lanka	184	218	148	683
Other Government Institutions	67	43	53	62
Private & NGO sector institutions	107	117	67	426
Total	476	557	376	1,601

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 2013, there were 127 courses in the public sector institutions and 50 courses of private/NGO sector institutions of which validity period of accreditation seize to be effective. Out of these courses, 111 public sector courses were assessed and of which, accreditation status of 117 courses has been renewed. The assessment included the applications received and assessed in the last year as well. In the private/NGO sector, 36 courses were also assessed and out of that, 34 courses were found suitable for renewal of accreditation during the year.

Renewal of accreditation of courses in the public sector and 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 (before 3 years) at the first accreditation not available at the time of assessment for renewal of accreditation

The relevant institutions have been informed the reasons for not being able to obtain the 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 recredited courses by main training provider

Main training provider	No. of applications received in 2013 for renewal of accreditation	No. of assessments done in 2013 for reaccrreditation*	No. of courses recredited in 2013
National Apprentice & Industrial Training Authority	01	02	06
National Youth Services Council	04	06	07
Department of Technical Education & Training	12	22	20

Vocational Training Authority of Sri Lanka	89	78	81
Other Government Institutions	03	03	03
Private & NGO sector institutions	31	36	34
Total	140	125	151

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 seven (07) 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 213 instructors of these institutions by conducting 7 workshops 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.

Establishing and maintaining a quality management system in a registered training institution is an essential requirement to obtain accreditation for NVQ level 5 and 6 courses as set out in the NVQ Operations Manual.

Following are steps of setting up of a Quality Management System;

- Preparation of a Quality Manual
- Develop procedures for identified processes
- Develop Procedure Manual
- Rectify deficiencies in Quality Manual and Procedure Manual as identified by the TVEC
- Conduct quality audits and install Quality Management System
- Issue certification for the installed Quality Management System

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 2013 by the Standards & Accreditation division in order to establish and maintain Quality Management Systems in TVET institutions.

- During the year under review, 03 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.
- Five (05) private/NGO sector training institutions have been awarded the QMS certificates were audited for conformity by the Standards & Accreditation division and submitted audit reports.
- Three (03) Training programs were held on establishing Quality Management Systems and auditing of same for the TVET institutions that have been engaged in taking steps to establish Quality Management Systems.

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, 425 certificate attestation letters have been issued on request during the year 2013.

Also, 375 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		1,436,385.00
Fees charged for registration of institutions	-	1,048,500.00
Fees charged for Accreditation of courses	-	1,369,500.00
Total revenue generated by the Standards and Accreditation division in 2013	-	3,854,385.00

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 5-fold program has been implemented by the NVQ division in 2013.

- i. Social marketing of NVQ system and related activities implemented in public sector as well as private sector industries in order to popularize NVQ among general public
- ii. Development and 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 implement reapplication process for recertification while ensuring continuous application of quality practices
- v. NVQ and other ancillary activities external to the Annual Implementation plan implemented in 2013

Accordingly, the fore-mentioned 5-fold program and related activities implemented by the NVQ division during the year under review were as follows;

7.1 Social marketing of NVQ system and related activities implemented in public sector as well as private sector industries in order to popularize NVQ among general public

- i. As per the Annual Implementation Plan of 2013, three (03) NVQ awareness creation programs were to be held. Accordingly, two (02) such programs have been implemented for Water Supply and Drainage Board employees and employees of Government Factory Department and one (01) program was implemented for entrepreneurs registered with Small enterprise division of the Ministry during the year. About 180 participants have attended the three (03) programs implemented.

In addition, several discussions have been held for Wages Boards regarding setting salaries to NVQ levels for the employees in private sector industries.

- ii. For award of NVQ for Solid Waste Operation Assistants in Ampara Urban Council and Pradeshiya Sabha areas, awareness and assessments were held where 90 employees obtained their NVQ during the program.

7.2 Development and revision of National Competency Standards and related documents

- i. During the year under review, following new National Competency Standards have been developed and endorsed for implementation.

(a) Developed NCS in NVQ Level 1 – 4

- | | |
|----------------------------------|--|
| • Dental Surgery Nurse Assistant | • Community Based Tourism Assistant |
| • Fish Harvesting Technician | • First Aid Worker |
| • Building Services Technician | • Tour Guide |
| • Elevator Technician | • Travel and Tour Operator |
| • Life Guard | • Solid Waste Work Supervisor |
| • Agriculture Equipment Mechanic | • Occupation Health and Safety Officer |
| • Outfit Designer | • Event Operator |
| • Cinnamon Field Operation | • Rigger |
| • Cinnamon Factory Operation | • Fishing Vessel Skipper |
| • Front Office Operation | |
| • House Keeping Supervisor | |

(b) Developed NCS in NVQ Level 5 and 6

These NCS have been developed on the instructions of the Ministry for implementation at the University Colleges. The TVEC endorsed these NCS as per the regulations.

- | | |
|---|--|
| • Tea Technology | • Polymer Technology |
| • Cosmetology | • Heavy Vehicle Maintenance Technology |
| • Chemical and Process Technology | • Post Harvest Technology |
| • Renewable Energy Technology | • Hospitality Management |
| • Footwear Production Technology and Management | • Fashion Design Technology |
| • Maritime and Logistics Management | • Television Program Production Technology |
| • Agriculture and Aquatic Resources | • Television Post Production Technology |
| • Building Services Technology | • Visual Communication and Management |
| • Irrigation Technology | |
| • Plantation Crop Technology | |
| • Interior Design Technology | |

- Journalism
- Fishing Technology
- Electrical Technology
- Electronic Technology
- Printing Technology and Management
- Event Management

(a) Developed Curricula in NVQ Level 1 - 4

- Florist
- Wood Craftsman (Revision)
- Plumber (Revision)
- Hair Stylist (Revision)
- Tool and Die Maker
- Bar Bender
- Outfit Designer

(b) Developed Curricula in NVQ Level 5 and 6

These curricula have been developed on the instructions of the Ministry for implementation at the University Colleges. The TVEC endorsed these NCS as per the regulations.

- Tea Technology
- Cosmetology
- Chemical and Process Technology
- Renewable Energy Technology
- Footwear Production Technology and Management
- Maritime and Logistics Management
- Agriculture and Aquatic Resources
- Building Services Technology
- Irrigation Technology
- Fishing Technology
- Electrical Technology
- Plantation Crop Technology
- Interior Design Technology
- Polymer Technology
- Heavy Vehicle Maintenance Technology
- Post Harvest Technology
- Hospitality Management
- Fashion Design Technology
- Visual Communication and Management
- Journalism
- Event Management
- Electronic Technology

ii. Translated NCS into Sinhalese and Tamil Languages

Following NCS have been translated to Sinhalese Language;

- Basic Competencies to Work
- Plant Nursery Development Assistant

- Field Assistant (Agriculture)
- Domestic Housekeeping Assistant
- Agricultural Machinery and Equipment Repairer

Following NCS have been translated to Tamil Language;

- Milk Collecting Centre Assistant
- Milking Machine Operator
- Animal Feed Production Assistant
- Plumber (Revised)
- Motor Winder (Revised)
- Welder
- Vehicle Serviceman
- Refrigeration and Air-conditioning

Mechanic

- Dental Surgery Nurse Assistant
- Life Guard
- Road Construction Craftsman
- Fishing Vessel Skipper

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

- i. As per the Annual Implementation Plan of 2013, it was able to organize two workshops for launching of NCS as expected in 2013.

1st workshop – October 2013

- Animal Feed Mill Operator
- Animal Feed Production Assistant
- Dairy Farming Assistant

28 participants attended the workshop.

2nd workshop – December 2013

Following NCS were introduced at the workshop.

- Landscaping Craftsman
- Cashier
- Video Editor
- Gaffer (Film and TV lighting person)

47 participants attended the workshop.

- ii. One (01) NVQ related circular has been published in the TVEC website during the year 2013 which is listed below.

- Circular No. 04/2013 – Equivalence of National Diploma in Engineering Sciences (NDES) - Electrical Engineering Programme to NVQ Level 6

- iii. Equating certificates of those who have done Non NVQ courses with the relevant NVQ levels. Under this following, those who successful at the examination held were awarded NVQ as follows;

- | | | |
|---|---|----|
| • National Certificate in Industrial Technology
Nos. | - | 05 |
| • National Certificate in Technology (Civil)
Nos. | - | 04 |
| • National Certificate in Technology (Mechanical)
Nos. | - | 07 |
| • National Diploma in Engineering Sciences (Civil)
Nos. | - | 06 |
| • National Diploma in Engineering Sciences (Mechanical)
Nos. | - | 04 |

- iv. Coordinate and guide all institutes that conduct NVQ level 5 and 6 courses. Conducted an audit of semester, and final examinations and continuous assessments that were being held at Colleges of Technology at Anuradhapura, Ratnapura and Jaffna.

Audit reports of the audits done have been submitted to the respective Colleges Technology, the Department of Technical Education and Training and the Ministry for necessary action.

The NVQ division engaged in moderation of examination papers of all institutes that conduct courses at NVQ level 5 and 6 and appointment of assessors for the assessments at these institutes. Ten (10) such courses have been moderated and assessors thereof were appointed during the year 2013.

- v. The division engaged in the program to popularize “ Basic Competencies to Work” NCS in the TEVT sector.

During the year under review, thirty (30) instructors of institutes that conduct NVQ courses have been made aware on the competency units and elements of the NCS. During this awareness creation session, they were made aware on how to incorporate the units into the regular teaching process. The awareness creation session was attended by the instructors of NYSC, NAITA, DTET, National Youth Corps, and selected private sector institutes, which was carried out as a residential workshop for 2 days under the supervision of the Univotec.

7.4 Establishment of Quality Management System in the TVEC and implement reapplication process for recertification while ensuring continuous application of quality practices

- i. During the year under review, all divisions of the TVEC were audited and the reports thereof were reviewed at the Management Review meeting held.
- ii. The ISO 9001:2008 quality certificate issued by the Sri Lanka Standards Institution (SLSI) was renewed with the audit done by the SLSI.

7.5 NVQ and other ancillary activities external to the Annual Implementation plan implemented in 2013

- i. The endorsed NCS and curricula were copied to CDs and handed over to the Library of the TVEC for sale.

- ii. The first ever written examination to award NVQ for Beautician and Hair Stylist occupations was held at 6 examination centres in July 2013 island-wide which was attended by 2,803 candidates. The answer scripts of the candidates were marked and results were issued during the year under review.
- iii. The written examination for mature candidates who seek NVQ level 5 equivalent certificates was held on 21st December 2013 which was attended by 126 candidates.
- iv. Arrangements were made to develop 22 NCS and curricula at NVQ level 5 and 6 for the University Colleges being set up by the Ministry of Youth Affairs and Skills Development. Development of the NCS, curricula and assessment material in the areas of Tea Technology and Cosmetology was undertaken by the NVQ division.
- v. NVQ division has coordinated development of Rational for each NCS and coordinated editing of each NCS and curricula.
- vi. Conducted awareness creation workshop for staff of the Sri Jayewardenepura Hospital NVQ level 5 and 6 Bio Medical Equipment Technology course was established. The NVQ division made required arrangements for establishment of the course at the Hospital.

7.6 NVQ Assessment Coordination Unit

Key activities of the Assessment Coordination Unit of the NVQ division implemented during the year 2013 are given below;

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. The committee is attended by Heads of main public training institutes under the Ministry and senior managers thereof. During the year 2013, the Committee was expected to meet 6 times as per the Annual Implementation Plan and it was able to organize all 6 meetings of the Committee.

ii. Needs assessment of Competency based Assessors

Competency based assessments are done by the Assessors registered with the TVEC. The purpose of the assessor needs assessment was that to identify the assessor requirements as per the assessments that were to be done in 2013. It was expected to obtain an idea of geographical dispersion of assessors and the needs assessment was completed in the early part of the year 2013. Following table 7.1 gives details of the geographical dispersion of Assessors as identified in the needs assessment.

Table 7.1: Details of the geographical dispersion of Assessors

District	Number of Assessors
Ampara	64
Anuradhapura	35
Badulla	45
Batticaloa	35
Colombo	342
Galle	114
Gampaha	187
Hambantota	54
Jaffna	21
Kalutara	132
Kandy	96
Kegalle	42
Kilinochchi	0
Kurunegala	103
Mannar	0
Matara	77
Matale	26
Monaragala	12
Mulaitivu	0
Nuwaraeliya	14
Polonnaruwa	7
Puttalam	21
Ratnapura	30
Trincomalee	10
Vavuniya	23
Total	1490

iii. 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. A specified application for potential assessors is available in the Assessment unit which can be obtained on request. The applications that meet minimum requirements included in the application registry. As and when required those who meet minimum requirements are called for interviews and send those selected provide with training on assessments. The assessment unit undertakes sending of invitations,

conducting interviews, appointment of interview panels etc. Following table 7.2 gives details of interviews held during the year 2013.

Table 7.3: Details of Assessor' interviews held during the year 2013

Interview date	Number called	Number attended	Number selected
2013.01.23	38	31	30
2013.01.24	34	27	26
2013.01.29	40	32	28
2013.06.06	38	27	19
2013.08.02	32	24	14
2013.08.13	04	04	03
2013.08.22	07	06	05
2013.10.23	17	16	10
2013.10.29	61	52	39
Total	271	219	174

iv. Conducting workshops to train Competency based Assessors

Those who selected through the interviews by the TVEC, are required to follow a training program at the University of Vocational Technology (Univotec). The list of those selected are sent to the Univotec to conduct the training by batch wise. The TVEC gives following set of documents to those who complete the training course successfully.

- A set of assessment resources
- Documents and forms used for assessments

Those who complete training course successfully are given a registration number and are included in the TVEC assessors registry maintained in the website of the TVEC. During the year 2013, a total of 146 new Assessors have been included in the Assessor Registry.

v. Giving approval to conduct competency based assessments

Until the year 2012, appointment of Assessors to private sector training institutions was done by the TVEC. The target of this program for 2013 was appointment of Assessors for 408 courses. Public sector skills assessments are managed by the respective public sector institutions. However, as there were complaints as to appointment of assessors, distribution of assessments among Assessors etc, the Ministry assigned the TVEC to regulate the assessments done by the public sector training institutes as well with effect from August 2013.

As a result of this sudden change, the workload of the Assessment Unit has increased thus number of such appointments made in 2013 to a mammoth 1,034 of which details are as follows.

Private institutes and institutes outside of the Ministry	- 390 courses
Department of Technical Education and Training	- 99 courses
Vocational Training Authority	- 87 courses
National Apprentice and Industrial Training Authority	- 36 courses
National Youth Services Council	- 25 courses
Sri Lanka Bureau of Foreign Employment	- 283 courses
Institutes registered under the SLBFE	- 75 courses
Recognition of Prior Learning mode	- 39 requests

vi. Conducting review meetings with Sri Lanka Bureau of Foreign Employment on award of NVQ

The Cabinet of Ministers approved a proposal in March 2013 in which when a Sri Lankan go for foreign employment as a domestic worker, he /she must have NVQ in the relevant occupation. With this decision, the responsibility of awarding NVQ to those who follow courses at 23 institutes of SLBFE and 10 private institutes affiliated with SLBFE was vested with the TVEC with effect from mid of 2013. The TVEC was faced with the challenge of creating a conducive environment for award of NVQ and towards this end, the TVEC undertook following activities during the year under review.

- Registration of SLBFE institutes and SLBFE affiliated institutes
- Accreditation of courses conducted at these institutes
- Making aware of SLBFE staff on the NVQ system
- Appointment and training of Assessors in relevant occupations

Awarding of NVQ at the institutes belonging to SLBFE was started in June 2013 and two (02) meetings were held to discuss the matters related.

vii. Investigate complaints on NVQ assessments

Following complaints were received in 2013 regarding NVQ assessments;

- Mr. N. I. Sirimanna, Assessor / Baker occupation
Not reporting for assessment on the scheduled date
- Mrs. A. J. N. P. Siriwardene, Assessor/ Beautician occupation
Not submission of assessment record books

- Mr. K. D. H. Manamendra, Assessee, Wood Craftsman (Furniture) occupation
Appeal on not yet competent unit
- Mrs. D. N. K.Gunawardene and Mrs. K. A. D. N. Weerasinghe, Assessee, Tailor occupation
Appeal on not yet competent unit

These complaints were investigated and necessary action was taken accordingly. These complaints have been made by the Chairman of VTA against a VTA Assessor and by Deputy General Manager of SLBFE against SLBFE Assessor regarding misrepresentation. The TVEC conducts investigations on this matter and Assessorships of these officers were suspended until the investigation decision is made.

viii. Maintaining consistency of competency based assessments

Each of Competency based assessment is done by a panel of two Assessors in the assessor pool who are registered with the TVEC. It is vital to eliminate subjectivity on the assessment decision to maintain consistency of assessments. In order to ensure consistency of assessment, the TVEC organizes workshops with Assessors and discuss matters related and arrive at consensus to ensure consistency of assessments. These consensus are shared among Assessors and circulars are issued as appropriately to disseminate the decisions properly thus requiring the Assessors to work accordingly.

Though it was planned to conduct six (06) assessment consistency workshops in 2013, the Unit was able to conduct only three (03) such workshops due to the heavy workload undertaken by the Unit. Details of three (003) workshops are given in table 7.3 below.

Table 7.3: Details of assessment consistency workshops conducted in 2013

Date conducted	Number invited	Number attended	Occupation
2013.03.04	10	08	Pre school Teacher
2013.08.29	97	84	Domestic Housekeeping Assistant
2013.09.30	20	17	Baker

ix. Ancillary activities implemented by the Assessment Unit

The TVEC was entrusted with the responsibility of organizing “Touch Your Future” National Skills and Innovation Competition and Educational Exhibition – 2013/14 by the Ministry of Youth Affairs and Skills Development. The Assessment Unit implemented following activities in relation to the competition.

- Conducted awareness sessions for question paper setters
- Coordination and monitoring of question paper setting for written and practical competition held at preliminary, provincial and national levels
- Conducted twenty three (23) validation workshops for question papers on 23 occupations
- Preparation of 65 question papers
- Appointment of 40 assessment panels consisting of 120 assessors
- Organizing and conducting of marking sessions at preliminary, provincial and national levels

7.7 Issuing of NVQ certificates

During the year 2013, the TVEC has been able to print and distribute 22,855 NVQ certificates of which details are given in Table 7.4 below.

Table 7.4: NVQ certificate holders and number of certificates issued by institutes - 2013

Institution	Number of certificate holders			Number of certificates		
	CBT	RPL	Total	CBT	RPL	Total
Department of Technical Education and Training	2,614	0	2,614	2,932	0	2,932
National Apprentice and Industrial Training Authority	1,431	3,534	4,965	1,904	4,181	6,085
Vocational Training Authority	4,276	368	4,644	5,604	658	6,262
National Youth Services Council	588	0	588	656	0	656
Private institutes	5,596	0	5,596	6,920	0	6,920
Total	14,505	3,902	18,407	18,016	4,839	22,855

Source: Certificate database of the TVEC

Table 7.5: No. of Certificates Printed – Private/NGO sector Vocational Training Institutes - 2013

Name of Institute	No. of Certificates
P01/0016 – Ceylon German Technical Training Institute	22
P01/0089 – CINEC (Pvt.) Co.	14
P01/0061 – Ceylon German Railway Technical Training Institute	34
P01/0179 – Swiss Lanka Hotel School	07
P01/0221 – Sri Lanka Drafting Technologies Institute	02
P01/0222 - Roots Hair & Beauty Salon and Academy	25
P01/0223 - Prima Ceylon Ltd- Sri Lanka	89
P01/0240– Little Buds	28
P01/0247 - Technique International (Pvt) Ltd	19
P01/0253 - International Academy of Beauticians (Pvt) Ltd	59
P01/0257 – Win - Stone Hotel School	145
P01/0259 – Decimal Garments and Technologies	15
P01/0266 – Navoda Institute of Computer Technology	06
P01/0274 – Technology and Computer Training (Pvt) Institute	34
P01/0295 - Salon Le Coiffeur Thilaque	21
P01/0299 – School of Hair Dressing and Beauty Culture	52
P01/0308 - Frills Baking, Cooking and Confectionaries Training Centre	19
P01/0311 – Skills Training and Management (Pvt.) Ltd.	08
P01/0312 – Texas National Montessori and Teacher Training Centre	24
P01/0322 – Infonet Computer Training Institute	19
P01/0326 - Ranmali Associates International (Pvt.) Ltd	82
P01/0345 - Creative Academy	89
P01/0358 – Advance Construction and Training Academy	05
P01/0391 - Ranjana Salon & Academy	96
P01/0406 – Ramani Fernando Training (Pvt.) Co.	11
P01/0426 – National Institute of Fisheries and Nautical Engineering	09
P01/0430 – Amart Training Institute	09
P01/0525 – Sri Lanka Foreign Employment Training Institute	124
P01/0531 – Rapunsals (Pvt.) Co.	20
P02/0021 - Diesel and Motor Engineering Company Ltd	67
P02/0045 - Don Bosco Technical Centre	311
P02/0061 – Jayalath Construction Machinery Training Institute	09
P02/0073 – Diyagala Boys’ Town	33

Name of Institute	No. of Certificates
P02/0084 - MDP Computer Training Centre	59
P02/0097 - Beetacom Multimedia and Computer Studies	55
P02/0104 – Technology and Computer Training Institute	75
P02/0123 – SMI Professional Nurses Training Institute	31
P02/0152 – Ranliya Institute (Private)	32
P02/0157 – Kramski Training centre	23
P02/0159 - Good Shepherd Sisters	118
P02/0170 – Unisheya Computer School	14
P02/0182 - Jayani School of Hair, Beauty and Bridal School	153
P02/0202 - Beetacom Multimedia and Computer Studies	19
P02/0204 – National Youth Corps	39
P02/0205 – National Youth Corps	30
P02/0215 – National Youth Corps	48
P02/0216 – Sri Lanka Foreign Employment Training Institute	379
P03/0019 - Iqraa Technical Training Institute	217
P03/0046 – St. Vincent’s Technical School	05
P03/0048 – Juliston Lanka International (Pvt) Institute	86
P03/0067 - Agio Sirilak Sahanasewa Vocational Training Centre	73
P03/0091 – National Youth Corps	61
P04/0007 - Jesuit Academy	06
P04/0071 - N.K.I. Computer Training Institute	60
P04/0090 – COM Computer Institute	13
P04/0094 – One World Foundation	60
P04/0105 - Lideke Wary Educational Institute	61
P05/0041 – Siri Revatha Vocational Training Centre	22
P06/0040 – Sri Kawanthissa Vocational Training Centre	132
P06/0047 – Ruhunu Rural Women Organization	08
P06/0075 – Sri Lanka Foreign Employment Training Institute	44
P07/0043 - Institute of Professional Computer Studies	122
P07/0089 – Sri Lanka Foreign Employment Training Institute	21
P09/0016 - Cholankanda Youth Training Centre	46
P09/0051 - Don Bosco Technical Institute- Kandy	09
P09/0080 – Sports, Youth Affairs, Women and Rural Development Ministry	24
P09/0091 - Sunethra Hair and Beauty Academy	55
P09/0123 – Saloon Roseta Hair and Beauty Studio (Pvt.) Co.	145

Name of Institute	No. of Certificates
P09/0155 – Sri Lanka Foreign Employment Training Institute	17
P09/0158 – National Youth Corps	98
P09/0161 – Maganeguma Road Construction Equipment Co.	12
P10/0038 - Infomax Computer Technology	10
P10/0057 – Sri Lanka Foreign Employment Training Institute	21
P10/0059 – A Y S Gnanam Construction Training Academy	03
P11/0027 – Gamini Dissanayake Foundation	32
P11/0034 - Thondaman Vocational Training Centre	265
P12/0076 – Microcom Technological Academy	82
P12/0076 – Ethugalpura Gamaneguma Institute	19
P12/0092 – Wayamba Technical College (Private)	271
P12/0104 – Siyasi Academy	88
P12/0113 – Hightec Lanka International	123
P12/0119 – International Computer School	28
P12/0126 – Saloon Kusum Hair, Beauty and Bridal Academy	66
P12/0145 - Don Bosco Technical Institute- Kandy	35
P12/0151 – National Youth Corps	61
P12/0152 – SANASA Information Technology Institute	84
P12/0154 – National Youth Corps	17
P12/0156 – National Youth Corps	91
P12/0158 – National Youth Corps	39
P12/0159 – National Youth Corps	32
P13/0030 - Tech Vithanika	12
P13/0051 – National Youth Corps	25
P14/0038 - Bishop Leo Technical Institute	64
P14/0055 – Women Development Foundation	39
P14/0056 – Future in Our Hands Development Foundation	18
P14/0069 – SOS Children’s Villages of Sri Lanka	09
P14/0075 – Sri Lanka Foreign Employment Training Institute	09
P15/0021 – Welfare Development Institute	20
P15/0025 – St. Anthony’s Technical Institute	83
P15/0028 – SOS Children’s Villages Sri Lanka	59
P15/0039 – Wellassa Development Society	120
P16/0041 – SOS Children’s Villages Sri Lanka	17
P16/0060 - Don Bosco Technical Institute	264
P16/0068 – Salon Thejanie	72

Name of Institute	No. of Certificates
P16/0086 – National Youth Corps	35
P16/0089 – National Youth Corps	31
P18/0011 – Advance Training Center (ATC)	73
P18/0031 – Social Welfare Organization Ampara District (SWOAD)	12
P18/0033 – Social Welfare Organization Ampara District (SWOAD)	01
P18/0034 – Bodhiraja Foundation	26
P19/0010 – St. Joseph's Technical Training Institute	12
P19/0022 – Sarvodaya Vocational Training Institute	52
P20/0035- Royal Computer Institute	69
P20/0036- Miani Technical Institute	293
P20/0054 – GIZ- Sri Lanka	15
P20/0055 – GIZ- Sri Lanka	52
P20/0056 – GIZ- Sri Lanka	06
P20/0058 – GIZ- Sri Lanka	15
P20/0060 – GIZ- Sri Lanka	17
P21/0007 – Vavuniya South – Zonal Education Office	38
P21/0009 – Organization for Rehabilitation of the Handicapped	16
Total	6920

Source: TVEC Database

In addition to above, the TVEC has reprinted 316 NVQ certificates in 2013 of which details are given below.

Table 7.6: Details of reprinted certificates in 2013

Type	No. of Certificates
Re-printed certificates by reason of printing error	312
Duplicate certificates for misplaced certificates	04
Total	316

Source- TVEC Database

Table 7.7 below gives details of NVQ certificates printed in 2013 by occupation.

Table 7.7: No. of Certificates Printed by Occupation

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	Vocational Training Authority	National Youth Services Council	Private	Total
A01S003	Field Assistant (Agriculture)	0	75	0	0	9	84
BCS01	Basic Competencies to Work	0	18	0	0	607	625
D15S001	Fruit and Vegetable Processor	52	9	0	0	0	61
D15S002	Baker	0	64	272	22	347	705
D15T001	Food Technology	18	0	0	0	0	18
D18S001	Industrial Sewing Machine Operator	0	33	107	0	0	140
D18S002	Work-study Officer	0	0	11	0	15	26
D18S004	Tailor	0	195	44	0	74	313
D18S005	Quality Controller (Garments)	0	0	7	0	0	7
D18S007	Fashion Designer	0	7	4	0	0	11
D19S001	Leather and Footwear Maker	25	7	0	0	0	32
D22S001	Computer Desktop Publisher	0	2	34	0	0	36
D22S002	Computer Graphic Designer	0	124	119	17	87	347
D28S003	Litho Machine Operator	0	21	0	0	0	21
D22S004	Book Binder	0	17	0	0	0	17
D28S001	Metal Fabricator	0	58	27	0	3	88
D28S002	Welder	345	316	305	12	359	1,337
D29S003	Tool and Die maker	0	0	0	0	05	05
D28S004	Fitter (General)	0	93	0	0	0	93
D28T001	Welding Technology	04	0	0	0	0	04
D29S001	Machinist	159	78	131	13	126	507
D29S002	Refrigerator and Air-conditioner Mechanic	198	106	280	8	193	785

Code	Occupation	Department of Technical Education and Training	National Apprenticeship and Industrial Training Authority	Vocational Training Authority	National Youth Services Council	Private	Total
D29S004	Sewing Machine Mechanic	0	0	02	0	0	02
D29T001	Production Technology	05	0	0	0	0	05
D32S001	Radio, TV and Allied Equipment Repairer	46	68	112	0	33	259
D33T001	Mechatronics Technology	44	0	0	0	0	44
D36S001	Wood Craftsman (Furniture)	18	174	233	0	61	486
D36S002	Jewelry Stone Setter	0	1	16	0	0	17
D36S003	Jewelry Maker	16	14	22	0	0	52
E40S001	Electrician	211	539	862	18	254	1,884
E40S002	Household Electronic Equipment Repairer	36	12	10	0	24	82
E40S003	Electric Motor Winder	0	6	100	0	13	119
E40S005	Boiler Operator	0	4	0	0	0	04
E41S001	Plumber	02	151	146	0	46	345
F45S001	Bar Bender	0	0	0	0	0	0
F45S002	Painter (Building)	0	04	0	0	0	04
F45S003	Aluminum Fabricator	136	33	146	0	80	395
F45S004	Wood Craftsman (Building)	0	79	55	0	38	172
F45S005	Construction Craftsman (Masonry)	12	380	131	0	15	538
F45S006	Construction Site Supervisor	0	70	0	0	43	113
F45S007	Assistant Quantity Surveyor	0	01	0	0	05	06
F45S008	Construction Machine Operator	0	0	0	0	135	135
F45S009	Draftsman	0	62	0	0	54	116
F45T001	Construction Technology	08	0	0	0	0	08
F45T003	Drafting Technology	0	0	0	0	02	02
G50S001	Automobile Air-conditioning Mechanic	0	29	13	3	13	58
G50S002	Automobile Electrician	0	58	29	0	0	87
G50S003	Automobile Mechanic	126	678	246	31	447	1,528
G50S004	Automobile Painter	29	45	22	0	0	96
G50S005	Automobile Fitter	09	38	19	0	0	66
G50S006	Motor cycle Mechanic	10	95	218	10	80	413
G50S007	Three wheeler Mechanic	0	01	08	0	08	17

Code	Occupation	Department of Technical Education and Training	National Apprenticeship and Industrial Training Authority	Vocational Training Authority	National Youth Services Council	Private	Total
G50T001	Automobile Technology	01	0	0	0	22	23
G52T001	Refrigerating and Air-conditioning Technology	06	0	0	0	0	06
H55S001	Waiter/Steward	0	05	0	0	106	111
H55S002	Room Attendant	0	02	01	0	04	07
H55S003	Cook	0	68	0	0	98	166
I63S001	Store Keeper	0	09	0	0	0	09
I63S002	Heavy Vehicle Operator	0	0	0	0	09	09
I64T001	Telecommunication Technology	08	0	0	0	0	08
K72S001	Computer Hardware Technician	62	142	316	65	104	689
K72S002	Computer Network Technician	54	18	0	0	46	118
K72S003	Computer Applications Assistant	828	809	612	323	1,376	3,948
K72S004	Information and Communication Technology Technician	408	148	03	0	31	590
K72T001	Information and Communication Technology	39	0	0	0	05	44
K74S001	Secretary	0	24	0	0	29	53
K74S002	Receptionist	0	03	0	0	01	04
K74S004	Clerk	0	43	0	0	27	70
K74S005	Photographer	0	07	0	0	0	07
K74S006	Survey Field Assistant	0	01	0	0	0	01
M80S001	Pre-School Teacher	0	61	0	0	115	176
N85S002	Nurse Assistant	0	08	0	0	131	139
N85S003	Optician	0	15	0	0	0	15
O90S002	Municipal Solid Waste Operation Assistant	0	309	0	0	0	309
O92S002	Make-up Artist	0	0	0	0	09	09
O93S001	Beautician	0	359	1,100	81	585	2,125
O93S002	Hair Stylist	0	151	530	44	431	1,156
O95S001	Domestic Housekeeping Assistant	0	130	0	0	615	745
	Total	2,915	6,076	6,293	647	6,920	22,851

Source- TVEC Database

Table 7.8 given below shows the number of NVQ Certificates issued by institutes by gender in 2013.

Table 7.8: Number of NVQ Certificate Holders by Institute by Gender - 2013

Institute	Male	Female	Total
Department of Technical Education & Training (DTET)	1,525	1,089	2,614
National Apprentice and Industry Training Authority (NAITA)	3,532	1,426	4,958
Vocational Training Authority (VTA)	3,270	1,373	4,643
National Youth Services Council (NYSC)	235	353	588
Private	2,692	2,904	5,596
Total	11,254	7,145	18,399

Source- TVEC Database

Table 7.9: A Comparison between NVQ Certificates Issued in 2012 and 2013 (Both CBT and RPL Modes)

Mode	2012	2013	Number of certificates increased	% increased
Competency Based Training (CBT)	14,355	18,016	3,681	25%
Recognition of Prior Learning (RPL)	3,776	4,839	1,063	28%
Total	18,111	22,855	4,744	26%

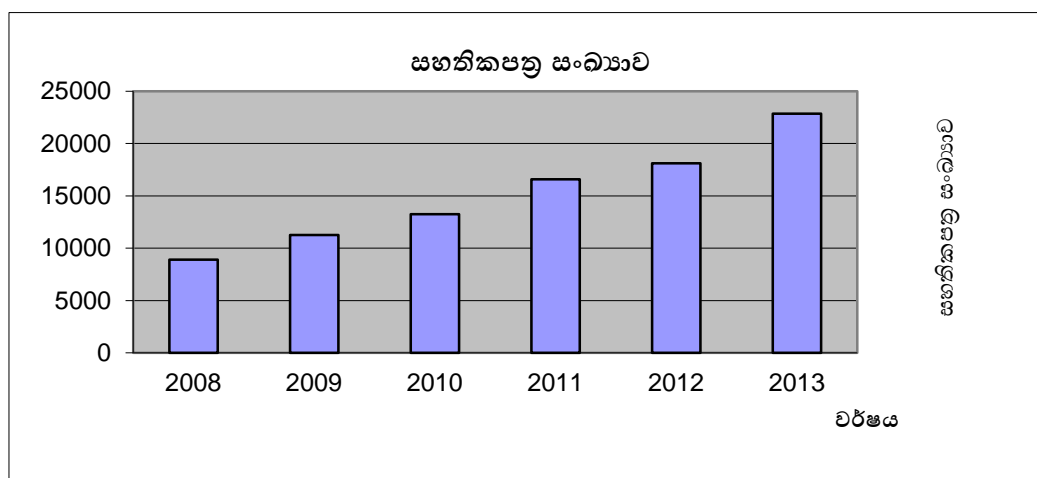
Source- TVEC Database

Table 7.10: Total Number of Certificates Printed from 2008 to 2013

Certificates	2008	2009	2010	2011	2012	2013	Total
No. of Certificates	8,915	11,249	13,256	16,572	18,111	22,855	90,958

Source- TVEC Database

Chart 7.1: A Comparison of Printed Certificates from 2008 to 2013



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

8.0 Information Systems Division

Information process by an organization is vital to understand the current situation of the organization which creates a clear picture of the organization. In modern society, information processing takes place using state-of-the-art technology in a broader context that makes possible for users to access the right information in right time.

Information is considered to be an important factor when an organization makes strategic decisions in relation to development of the organization. Sharing information as per the needs is very important to give effect to the development activities of any organization. Providing information is a broader and improved activity which is done by using technology. 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, Assistant Director, Information Technology Officer, Development Officer and support staff in order to carry out the planned activities.

Main activities and programs of the IS Division included;

- Analyze and provide labour market information on demand as necessary
- Maintain an information system to prepare TVET Guide for next year
- Carry out activities related to UNIVOC Centre
- Develop and maintain labour market information web page
- 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, were among key activities of the IS 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 2013.

8.1 Develop and maintain Labour Market Information (LMI) system

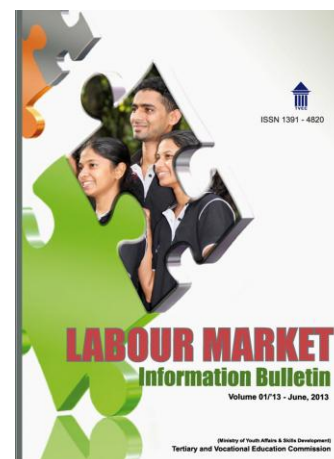
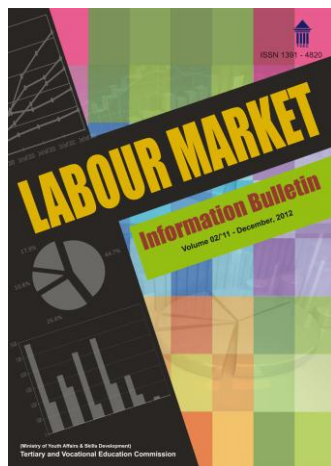
The TVEC has established a labour market information system in order to analyze current employment demand and to supply other labour market information as the key purpose of the system. The LMI generated through analysis of survey data are published for the use of policy planners, career guidance officers, 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 2013 through which a comprehensive analysis of labour market trends of 2012 and that of first half 2013 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.

LMI Bulletin is composed of following five section;

- Demand for Jobs
- Employment
- Unemployment
- Supply of Labour market
- Demand of labour market and labour market research findings



During the year 2013, 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.

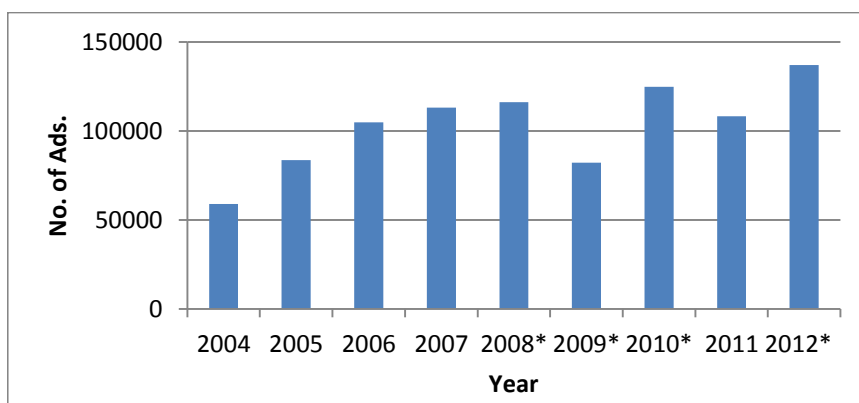
The LMI bulletins include useful information on local and foreign demand for skills, current industry employment calculated based on newspaper job advertisements, employment placements, envisaged qualifications, gender, and experience etc. Job advertisements appeared in “Silumina” and “Sunday Observer” and the Government Gazette since 2005 up to first half of 2013 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*	2013 1 st half
No. of job advertisements	83,527	104,839	113,060	116,157	82,167	124,741	108,193	136,994	57,660

Note: * Jobs appeared in Government Gazettes included

Following bar graph depicts time series count of Newspaper job advertisements over the years 2004 – 2012.



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

8.3 LMI Webpage

An updated LMI webpage has been maintained during the year 2013 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 bulletins
- 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
- Course information through the TVET Guide
- Previous years' labour market information

The webpage contains updated useful information on jobs in demand, employers' information, definitions of labour market terminologies and concepts for the benefit of users.

An image of the LMI Webpage is given below.



8.4 Internet, email and intranet facilities

As per the Government 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.

Internet and email facilities have been broadened in order to increase the efficiency of using modern technology for effective communication.

8.5 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. These information are useful for those interested on developments 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

Following databases and data sources are included in the Website in 2013 which can be accessed through search engine facilities provided;

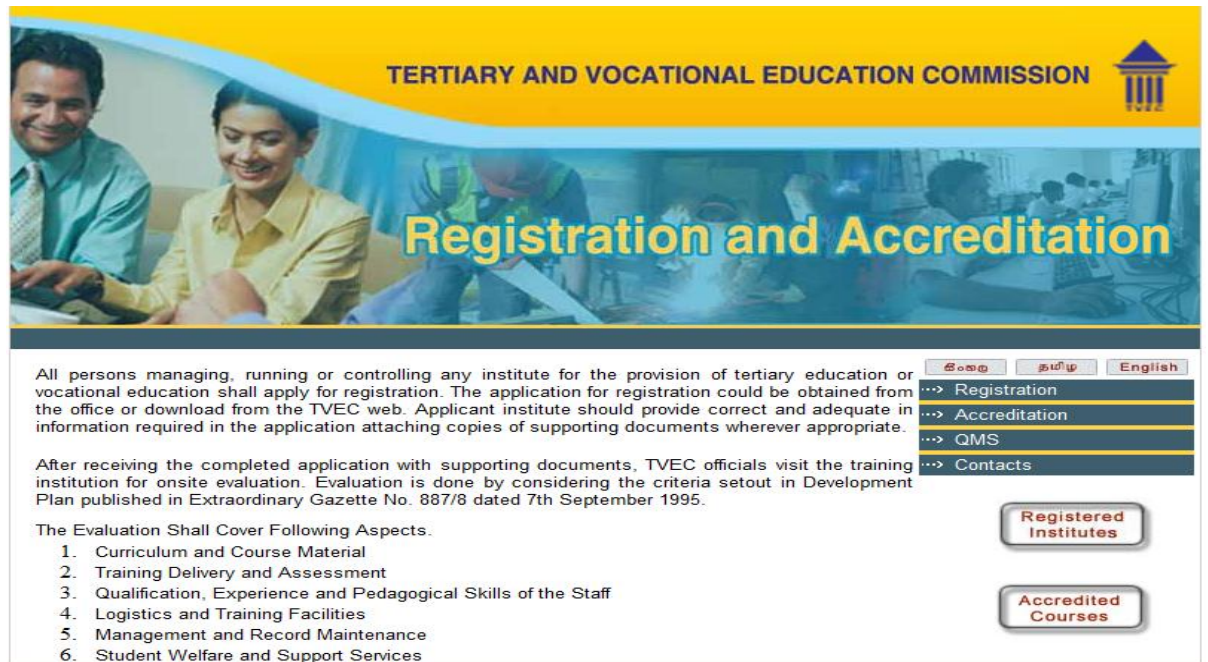
- Corporate Plan 2014-2018 of the TVEC
- TVET Policy framework
- Citizens' Charter
- Registered training institutions
- NVQ circulars and guidelines
- NVQ Operations Manual
- Accredited course list
- TVET sector course details
- National Competency Standards list
- TVET Guide
- Competency Based Assessors 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

The WebPages listed below have been further developed during 2013 by the IS division and connected to the Internet.

8.6 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;



Online registration and accreditation information

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

1. province and sector
2. province and ownership
3. province and institute
4. Course names by district

An image of the search engine is given below.

The image shows a web interface titled "List of Registered Institutes" in a blue header bar. Below the header, there are three search sections, each with a grey title bar and a white content area. The first section, "Select institutes by Province and Sector", has two dropdown menus labeled "Select a Province" and "Select Industry Sector", followed by a "List" button. The second section, "Select Institutes by Province and Ownership", has two dropdown menus labeled "Select a Province" and "Select Ownership", followed by a "List" button. The third section, "Find Institutes by Name", has a text input field with the placeholder "Enter first few letters of the institute name" and a "List" button. The fourth section, "Find Courses and Institutes by Course Name", has a text input field with the placeholder "Enter first few letters of the course name", a dropdown menu labeled "Select a District", and a "List" button.

List of Registered Institutes

Select institutes by Province and Sector
----- Select a Province ----- Select Industry Sector ----- List

Select Institutes by Province and Ownership
----- Select a Province ----- Select Ownership ----- List

Find Institutes by Name
Enter first few letters of the institute name
List

Find Courses and Institutes by Course Name
Enter first few letters of the course name
----- Select a District ----- List

8.7 Planning & Research website

This webpage 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 access useful information through this website.

Following is an image of the Planning & Research webpage;


TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Planning and Research Division

[கிணடு](#) [தமிழ்](#) [English](#)

- [TVET policies and Strategies](#)
- [Corporate Plan and Annual Implementation Plan](#)
- [Vocational Education and Training \(VET\) Plans](#)
- [Financial Assistance](#)
- [Research and Studies](#)
- [Contacts](#)



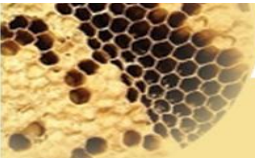
Research Cell
 >> [Corporate Plan 2013-2017](#)
 >> [Corporate Plan 2012-2016](#)
 >> [Corporate Plan 2011-2015](#)
 >> [Corporate Plan 2010-2014](#)
 >> [Corporate Plan 2009-2013](#)

The Planning & Research (P&R) division of the TVEC is responsible for giving effect to the objective 01 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. For the purpose of achievement of aforementioned objective, following core activities are undertaken on annual basis.


1. Review and update existing TVET policies and strategies.
2. Prepare and update Corporate Plan and Annual Implementation Plan of the TVEC.
3. Prepare and update Vocational Education and Training (VET) Plans.
4. Provide financial assistance.

As per findings of a survey done in 2013 on the browsers of this website, it was found that about 20,000 of local and foreign browsers use this Research Cell website a month.

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



Tertiary and Vocational Education Commission



Research Cell

Influencing Policy & Practice of TVET in Sri Lanka

[Home](#) | [Objectives](#) | [Establishment of Research Cell](#) | [Type of Research](#) | [Research in Progress](#) | [Contact Us](#)

Introduction

A Research Cell has been established at the Tertiary and Vocational Education Commission (TVEC) in 2005 with the assistance of then Skill Development Project (SDP) to undertake and coordinate Technical and Vocational Education and Training (TVET) research and Provide leadership to those who engage in research in TVET of Sri Lanka. A team of officers of the TVEC leads the Research Cell.

The aim of the Research Cell

To become a center of excellence of TVET research in Sri Lanka

The Key work areas of the Research Cell

Conduct, Promote and Facilitate Research by Providing Leadership, Guidance and Co-ordination among Researchers within the TVET Sector, Locally and International.

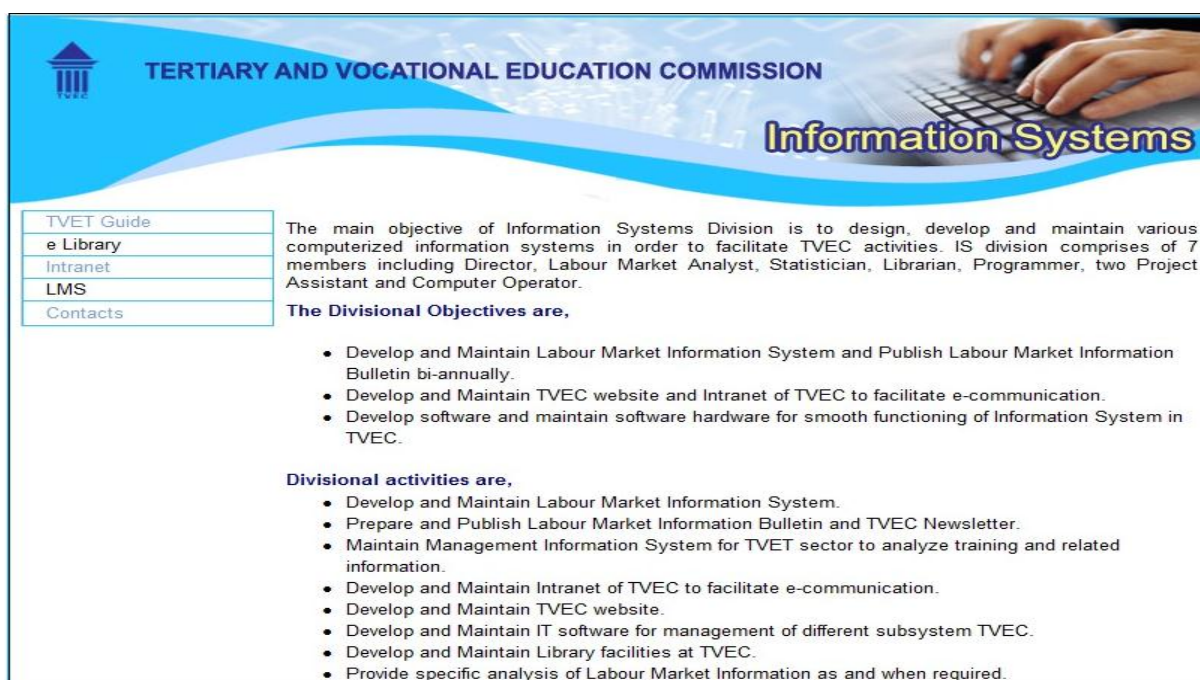
Research Completed By
Technical Education and Development Project

Tertiary and Vocational Education Commission
 (Ministry of Vocational and Technical Training)
 354/2, Nipunatha Piyasa, Elvitigala Mawatha, Colombo 05.
Last updated 11/03/2009 12:05:15

8.8 Webpage of the Information Systems division

This webpage also well maintained throughout the year 2013 by the IS division which has been used to include information pertaining to IS division which includes browsing facility for e library and intranet 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 2013:

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

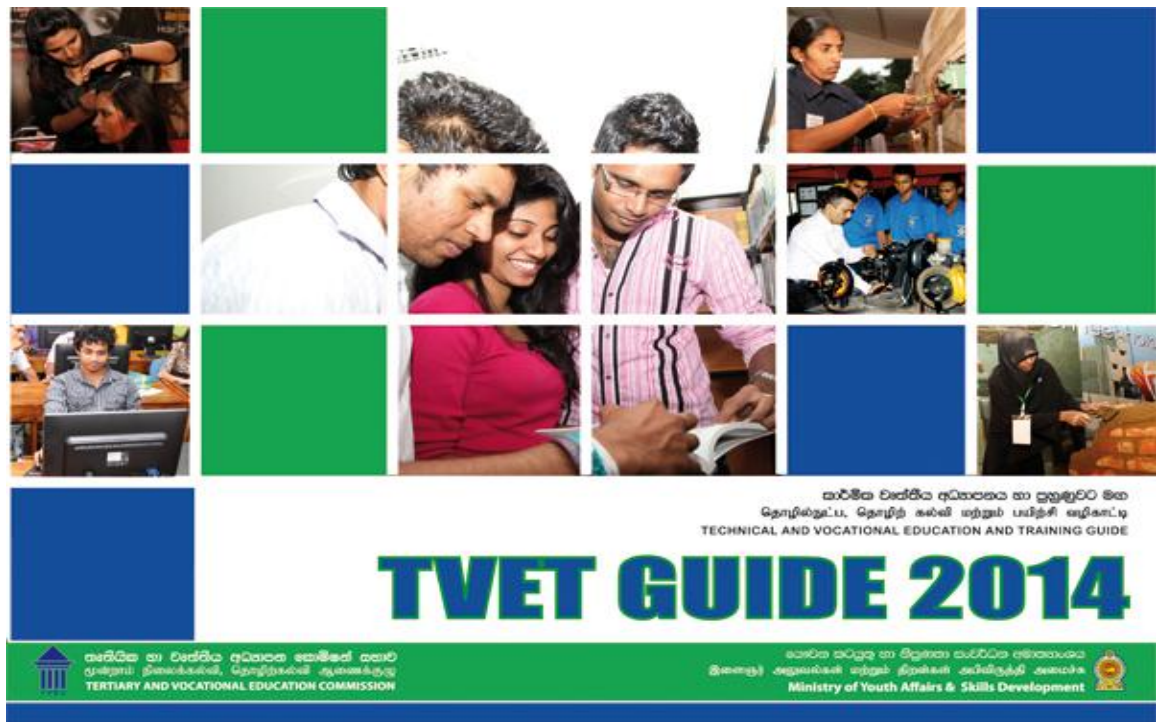
The IS division administers Local Area Network (LAN) of the TVEC and its accessories, internet facilities, email, central database, and computer firewall, in order to provide efficient computer and communication facilities to the staff members of the TVEC and other stakeholders during the year 2013.

8.9 TVET Guide

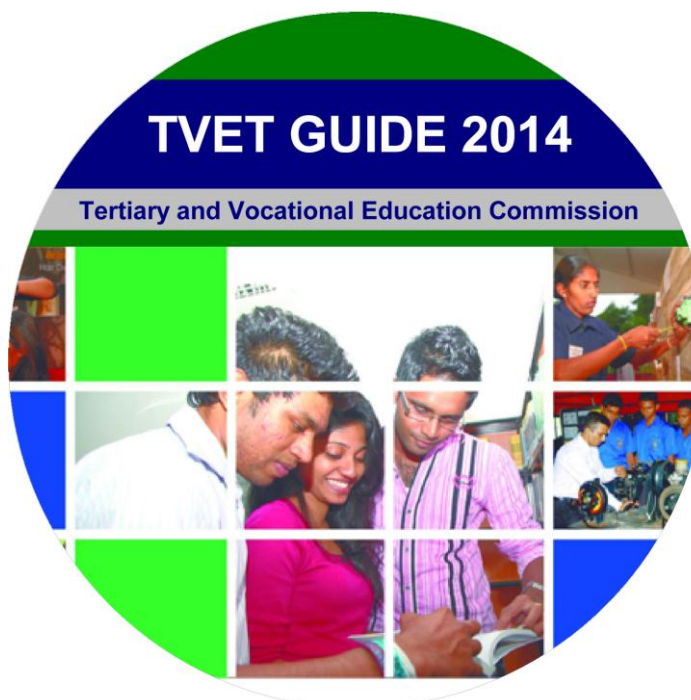
In addition to the LMI Bulletin, the IS division of the TVEC has been able to publish TVET Guide-2014 during the year 2013 which provides details on public sector TVET courses, institutes, entry requirements,

fees applicable to year 2014, and details of accredited courses. The IS division took actions to prepare and publish TVET Guide by province during the year 2013. The TVET Guide provides information on courses and entry qualifications by provinces.

An image of TVET Guide 2014 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;

- Training institutes by industry sectors and province
- Training institutes by qualifications and province
- Training courses by industry sectors and province

The TVET Guide is accessible through the Website.

An image of the searching facility is depicted below.

8.10 TVEC Newsletter



The screenshot shows the TVEC Guide 2014 website. At the top, there is a banner with the title 'TVEC GUIDE 2014' and a navigation bar with links: Home, Registration & Accreditation, Planning & Research, NVQ, and Information Systems. Below the navigation bar, there are three search sections:

- Search Institutes' Courses by Province and Field of study:** This section has two dropdown menus: '—Select a Province—' and '—Select a Field of Study—', followed by a 'Search' button.
- Search Institutes' Courses by Province and Educational Qualifications:** This section has two dropdown menus: '—Select a Province—' and '—Select an Educational Qualification—', followed by a 'Search' button.
- Search Institutes' Courses:** This section has a text input field '—Enter Course Name Here—' followed by a 'Search' button.

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 2013.

Two images of newsletters published during the year 2013 are depicted below.



8.11 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, professionals and researchers. 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, documentation facilities and information services

Details of purchase of books for the Library during the period 2005 -2013 are given below;

Year	Value Rs.
2005	50,000.00
2006	99,513.00
2007	150,000.00
2008	195,000.00
2009	99,288.00
2010	50,000.00
2011	50,000.00
2012	50,000.00
2013	50,000.00

The Library has been engaged in selling of TVEC publications of which income generated over the period 2005-2013 are as follows.

Year	Value Rs.
2005	75,100.00
2006	57,975.00
2007	96,000.00
2008	146,178.00
2009	189,100.00
2010	125,100.00
2011	400,050.00
2012	482,672.00
2013	671,875.00

In addition, the Library provided the inter library lending service for the users 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 other Libraries including the British Council library. The staff members were provided with Library membership and facilities of the British Council thus giving opportunities to staff of the TVEC to refer international publications.

An 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;

Accession Number	Title	Author/s	ISBN	Copies	Action
002442	Upan da sita	Wickramasinghe, martin	955-8415-05-7	1	
002441	Eda heladiwa	Karunaratna, 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	

8.12 Geographic Information System (GIS)

A Geographic Information System (GIS) has been established and maintained at the TVEC since the year 2009. The board of management of the TVEC has approved the development. It is expected to give access to any training institute in the country electronically using modern computer technology. It provides information of proximity from main cities to institutes, courses, location etc. to the users.

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 incurred a lower cost for this development. At the first step, training institutions located in the North Central and Sabaragamuwa provinces have been connected to the GIS. In 2013, inclusion of training centres located in Southern, North Central and Eastern provinces have been completed. In line with “Deyata Kirula” National exhibition, it is expected to continue the activity in provincial and national level. Through this service, the schools, hospital and some population data of localities can be obtained.

An image of the GIS is given below.



9.0 International Cooperation

9.1 The progress of UNESCO-UNIVOC network activities of the year 2013

The TVEC has been engaged in broad basing of UNIVOC activities of the UNESCO over the years. The TVEC operates an active branch of UNIVOC of which the head office is located in Bonn, Germany. The TVEC took part in several international conferences organized by the UNIVOC of UNESCO. An active participation from countries of Asia Pacific region was evident in these conferences. This was a great opportunity to share experiences of countries in the Asia and the Pacific to tie up the international cooperation among the UNIVOC Centres and mutual cooperation among the coordinating bodies and people.

Considering the contribution of the TVEC in the South Asian region in the spear of technical education and vocational training and its fruitful coordination between the regional UNIVOC centres, the TVEC UNIVOC centre was awarded the regional leadership status in the UNIVOC network. Accordingly, a regional centre was opened at the TVEC in association of UNIVOC member countries of Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Iran.

9.2 Study visit of Pakistan TVET Delegation

During the period of 7th – 13th October 2013, a high profile Pakistan delegation was in Sri Lanka to study the Sri Lanka NVQ framework and the Recognition of Prior Learning (RPL) system implemented in Sri Lanka which was coordinated by the TVEC UNIVOC centre. The Delegation was composed of 21 officials who are engaged in TVET related activities in Pakistan. Among them, there were representatives from national level institutions of TVET, members of TVET testing centres and members of Technical Education Council of Pakistan. The specific objectives of the study tour were;

- Given an opportunity to compare Sri Lankan TVET system with that of Pakistan and broaden their current knowledge on TVET
- Share experiences of experts of NVQ system and learn from each other
- Identify and understand issues related to vertical and horizontal movement towards degree level in the NVQ system
- Understand practicality of Recognition of Prior Learning method as a way of giving qualification and understand benefits to the employers and employees of obtaining qualifications through RPL method

In order to achieve said objectives, the Delegation studied specifically the following;

- The role of TVEC in monitoring implementation of the NVQ framework and its method of implementation
- Process of Recognition of Prior Learning method
- Setting qualifications for and methods of appointing Competency Based Assessors
- Training and registration of Assessors and applicants' entry qualifications for obtaining NVQ and methods of awarding qualifications
- Develop and maintain database of NVQ qualified people and certification and maintaining list of registered training institutions

During the study, discussions were held on following topical areas as well;

- Maintenance of labour market information system
- Quality assurance of training institutions and courses and establishment and maintenance of Quality Management Systems in training institutions
- Developing industry and province based Vocational Education and Training (VET) plans
- Endorsement of National Competency Standards



9.3 Cooperation of UNESCO-UNIVOC centre of Sri Lanka for e-learning courses in the TVET sector

The TVEC as the regulatory body for quality assurance of TVET sector of Sri Lanka has developed a quality standard for e-learning courses. This program has been implemented liaised with the UNIVOC centre of the TVEC.

Distance and mix mode of delivery of courses through e-learning system is getting popular among training seekers. There is a need of complimenting the new method with peoples learning habits, socio-economic parameters, and characteristics of living areas of people. However, success of electronic based education dependent on the level of people's general education. Establishing quality standards of e-learning based courses and accreditation of such courses has been identified by the TVEC as a timely need. In order to materialize this need, the TVEC has been working in collaboration of all private and public sector agencies concerned in this area. Development of such courses has been benchmarked with E-learning Competency Building (ECB) methods of Europe. The GIZ of Germany has provided opportunities for capacity building in e-learning mode of teaching. An initial discussion and a presentation related to this initiative was held at the TVEC board room on 1st April 2013.

The TVEC website (www.tvec.gov.lk) contains information about process and methodology of introducing e-learning courses and standard development in detail.



9.4 Activities carried out for the purpose of providing a tracked, open and distance mode of learning in the theme of “education for Commonwealth countries” by the TVEC UNIVOC centre

As directed by the Ministry of Youth Affairs and Skills Development, the TVEC implemented a program to educate Commonwealth countries as to how education and training can be provided through open and distance mode of learning. This concept was first introduced at the third conference of UNESCO titled “technical education and vocational training” held in year 2011 in Shanghai. This proposal was made on the request of the TVEC UNIVOC centre

A research paper titled “ Possibility of developing e-learning and strengthening TVET in Sri Lanka” presented by Mr. Janaka Jayalath, Director (IS) of the TVEC initially proposed the concept which was appraised by Ms. Alyson Mead, Specialist in education and TVET in Commonwealth countries. Subsequently to a discussion between Ms. Mead and the TVEC, this program was started. Mr. Jayalath who is the Coordinator of UNESCO-UNIVOC Sri Lanka centre presented the research paper at the third conference of the UNESCO-UNIVOC member countries held in Shanghai in China which was later presented as a comprehensive research paper for approval of the Learning and Education unit of the Commonwealth nations.

The TVEC in response, facilitated a visit for Ms. Alyson Mead, during 5th-7th February 2013 in Sri Lanka resulting the paper presented by the TVEC was approved by the Commonwealth. The paper was later approved by the Education Expert team of the Commonwealth nations.

The picture depicted below shows Ms. Mead having discussions with Mr. A. R. Desapriya, Addl. Secretary of Ministry of Youth Affairs and Skills Development, Actg. Director General of the TVEC Mr. B. H. S. Suraweera, Ms. Apsara Caldera, Director (Vocational Training) of the Ministry and Mr. Janaka Jayalath, Director (IS) of the TVEC.



9.5 Assistance of Themasek Foundation for Training of Trainers on Pedagogy

On the request of the Tertiary and Vocational Education Commission and the Ministry of Youth Affairs and Skills Development, the Themasek Foundation of Singapore and the Institute of Technical Education (ITE) and the Institute of Technical Education Services of Singapore jointly collaborated for training of Trainers of TVET sector of Sri Lanka. The Themasek Foundation in Singapore is a non-profit making charitable organization which was established to collaborate among Asian countries in the areas of education, health science, and to intervene in emergency situations.

As the Themasek Foundation was in the process of identifying the avenues for assistance, the trainers training programs as proposed by the TVEC was selected for assistance in the year 2013. The programs was started with signing of a Memorandum of Understanding between the Singapore Government and Sri Lanka Government where training of 120 instructors of TVET sector of Sri Lanka started in terms of batches. The ITES selected Sri Lankan Trainers as 30 per batch and by end of 2013 more than 600 trainers have been trained in deferent vocational areas in Singapore. Accordingly, the training program was conducted successfully and those who complete the program were requested to train others locally and create a “multiplier effect” to increase the effectiveness of the training program.

The Ministry and the TVEC jointly selected the suitable trainers for sending to Singapore and were provided with an orientation for 3-5 days before sending them abroad. It was expected that the trainers who participated the training would use what they learned in their routine work life.

During the year 2013, two (02) series of above mentioned training program were held at the University of Vocational Technology (Univotec) which was coordinated by the Ministry of Youth Affairs and Skills Development and the Tertiary and Vocational Education Commission.

10.0 Special programs

10.1 Situational analysis of training institutions

On the request of the Ministry of Youth Affairs and Skills Development, the TVEC undertook a situational analysis of training centres and courses of training institutions operating under the Ministry. Accordingly, the TVEC implemented the inspection among all institutions operating under main training networks of the Ministry in less than 2 months and a report of which was presented to a meeting Chaired by Hon. Deputy Minister and attended by the Secretary and Additional Secretaries of the Ministry and the heads of respective Institutions. The findings of the report were expected to use for improving Administrative and management process development in respective institutions.

10.2 National Skills Competition - “Touch your future” program

As per the direction of Hon. Dullas Alahapperuma, Minister of Youth Affairs and Skills Development and the leadership of the Ministry, the TVEC implemented the National Skills Competition titled “ Touch Your Future” in 2013 for the second time. The competition was implemented as preliminary at institute level, provincial level and national level and was pinnacle at the exhibition held on 13th -15th February 2014 at the BMICH, Colombo. Those who won 1st, 2nd and 3rd places were awarded Rs. 250,000.00, Rs, 150,000.00 and Rs, 100,000.00 grand prizes respectively with medals by Hon Minister of Youth Affairs and Skills development at the prize awarding ceremony held at a presence of local and foreign invitees. Ambassador of US and High Commissioner of India graced the occasion as guests of honor.

10.3 Contribution of TVEC for planning of national skills development

On the direction of the Secretary of Ministry of Finance, the National Planning Department of the Treasury started developing a Skills Development Plan for the TVET sector. Secretary of the Ministry Youth Affairs and Skills Development appointed Director General and Deputy Director General of the TVEC to serve in the Team of officials who was entrusted with development of the plan and accordingly, the TVEC provided support to the National Planning Department.

In addition, the TVEC officials had actively engaged with the Foreign Experts of the Asian Development Bank and the World Bank for providing required data and analysis of TVET related aspects.

10.4 Contribution for Setting up of University Colleges

The Ministry of Youth Affairs and Skills Development initiated a program to set up 25 University Colleges on the basis of one in each district to award diploma level qualifications at level 5 and 6 in the NVQ framework. Twenty six (26) National Competency Standards and curricula for diploma courses have been developed and eight (08) of them were developed by the TVEC. In addition, the TVEC had monitored and coordinated the entire work throughout the development process. The TVEC officials had identified and prepared 31 equipment lists for diplomas with the support of main training institutions. Other relevant documentation work also done by the TVEC officials.

10.5 Contribution for Setting up of Technology Stream in Schools

The TVEC had contributed for curriculum development and training of teachers for newly established technology stream at schools by the Ministry of Education. The TVEC had guided to send a batch of students who had followed Arts stream for technology stream.

10.6 Awarding of NVQ to School children

A Memorandum of Understanding was signed on 18th December 2012 between the Ministry of Education, the Ministry of Youth Affairs and Skills Development and the Tertiary and Vocational Education Commission to award NVQ level 2 and 3 in the Computer Applications Assistant occupation for school children before they leave school.

The TVEC is in observation to see the possibility of awarding NVQ for existing computer technology course at school. It intended to award NVQ qualifications for those who follow computer subject at GCE A/L and GCE O/L after a skills assessment.

An orientation on course accreditation and competency assessment was provided to relevant parties and schools teachers were trained to be the competency assessors to assess school children for awarding of NVQ.

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TERTIARY AND VOCATIONAL EDUCATION COMMISSION
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2013

	NOTE	<u>2013</u> <u>(Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
REVENUE				
Treasury Grants	01	60,831,121	57,985,658	73,063,385
Projects Grants	02	11,170,987	8,054,613	3,488,544
Operating Income Generated	03	4,967,181	4,270,572	3,469,182
Financial Grants Returned		401,908	224,617	280,968
Non Operating income Generated	04	126,610	99,790	20,808
		77,497,807	70,635,250	80,322,887
Staff Loan Interest and Other Interest Income	05	408,668	242,444	208,929
Profit on Disposal of Assets				
		77,906,475	70,877,694	80,531,816
Differed Income		11,135,232	12,333,184	5,261,473
		89,041,707	83,210,878	85,793,289
EXPENDITURES				
Board Directors & Committee Observers Allowances	06	489,068	584,793	415,648
Personal Emoluments	07	32,910,021	29,601,196	24,537,957
Traveling Expenses	08	738,843	855,484	651,940
Supplies & Consumables used	09	6,526,279	5,535,425	4,025,722
Maintenance Expenses	10	3,044,833	2,998,041	1,722,416
Rehabilitation Expenses	11	919,215	1,942,699	1,855,908
Contractual Services	12	7,591,039	6,434,387	6,902,099
Operational Expenses	13	17,745,335	13,375,560	35,547,196
		69,964,633	61,327,585	75,658,888
Projects Expenses	14	11,170,987	8,054,613	3,297,126
		81,135,620	69,382,198	78,956,014
Depreciation		11,135,232	12,333,184	5,261,473
		92,270,852	81,715,382	84,217,486
NET SURPLUS (DEFICIT) BEFORE PROVISION		(3,229,145)	1,495,496	1,575,803
PROVISION FOR THE YEAR				
Gratuity Provision		1,617,239	1,440,279	1,176,759
		93,888,091	83,155,661	85,394,245
NET SURPLUS (DEFICIT) AFTER PROVISION		(4,846,384)	55,217	399,044

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 2013

DESCRIPTION	NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
ASSETS				
Non Current Assets				
Property Plant & Equipment	15	35,248,338	43,715,697	18,343,062
Current Assets				
Debtors	16	7,003,285	6,883,527	5,451,372
Deposits & Receivables	17	5,163,697	1,996,281	783,529
Inventory	18	184,201	493,539	654,890
Cash & Cash Equivalents	19	7,530,907	6,934,823	8,911,362
		19,882,090	16,308,170	15,801,152
TOTAL ASSETS		55,130,428	60,023,867	34,144,214
EQUITY AND LIABILITIES				
Equity				
Accumulated Fund		175,452	175,452	175,452
Translation Reserve	20	(1,484,629)	3,862,963	5,672,262
		(1,309,177)	4,038,415	5,847,714
Non Current Liabilities				
Deffered Income	21	35,248,338	43,715,697	18,343,062
Provision for Gratuity Schedule - 01		7,671,980	6,557,426	5,479,389
		42,920,318	50,273,123	23,822,451
		41,611,141	54,311,538	29,670,165
Current Liabilities				
Creditors	22	5,594,810	2,098,032	2,144,372
Refundable Deposits & Payables	23	7,924,477	3,614,297	2,329,677
		13,519,287	5,712,329	4,474,049
TOTAL LIABILITIES		55,130,428	60,023,867	34,144,214

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 2013

	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		(1,467)	(1,467)
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 01.01.2013	175,452	3,862,963	4,038,415
Prior Year Adjustment		(513,177)	(513,177)
Adjustment of Fixed Deposit Interest		11,967	11,967
Opening balance difference		2	2
During the year Surplus /(Deficit)		(4,846,384)	(4,846,384)
Balance as at 31.12.2013	<u>175,452</u>	<u>(1,484,629)</u>	<u>(1,309,177)</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

CASH FLOWS STATEMENT

YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR			
Surplus (Deficit) from Ordinary Activities	(4,846,384)	55,217	399,044
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	(513,177)	(364,519)	(1,467)
Depreciation	11,135,232	12,333,184	5,261,473
Opening Balance difference	11,966	3	
Gratuity Provision	1,617,239	1,440,279	1,176,759
Differed Income	(8,467,359)	25,372,633	1,205,566
	(1,062,483)	38,836,797	6,222,614
Interest Income	408,668	242,444	208,929
Gratuity paid	502,685	362,242	
OPERATING SURPLUS /(DEFICIT) BEFORE	(1,973,836)	38,232,111	6,013,685
WORKING CAPITAL CHANGES			
Increase/Decrease in Debtors	(119,758)	(1,432,154)	(609,908)
Increase/Decrease in Deposits & Receivables	(3,167,416)	(1,212,752)	194,182
Increase /Decrease in Inventory	309,338	161,351	(545,182)
Increase/Decrease in Creditors	3,496,778	(46,340)	402,238
Increase/Decrease in Refundable Deposit & Payables	4,310,180	1,284,620	(1,344,044)
	4,829,122	(1,245,275)	(1,902,714)
Interest Income	408,668	242,444	208,929
NET CASH IN OPERATING ACTIVITIES	3,263,954	37,229,280	4,319,900
<u>CASH FLOW FROM INVESTING ACTIVITIES</u>			
Acquisition of property, Plant & Equipments	(2,869,579)	(38,597,238)	(4,662,299)
Net Disposal value of Fixed Assets	201,709	891,419	14,020
Proceeds from Sale of Property, Plant & Equipment			
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	(2,667,870)	(37,705,819)	(4,648,279)
<u>CASH FLOW FROM FINANCING ACTIVITIES</u>			
Accumulated Fund			
Reserves (Transfer to the General Treasury)		(1,500,000)	-
NET CASH FROM / (USED IN) FINANCING ACTIVITIES		(1,500,000)	
Net Increase/(Decrease) in Cash & Cash Equivalents.	596,084	(1,976,539)	(328,378)
Cash & Cash Equivalents at the beginning of the year	6,934,823	8,911,362	9,239,740
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	7,530,907	6,934,823	8,911,362
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	732,459	2,032,822	4,212,388
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	2,855,870	3,712,026	4,420,768
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	494,172	389,975	278,206
Call Deposit	3,448,406	800,000	-
	7,530,907	6,934,823	8,911,362

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. Cost of the Student Record Books held at the year end was shown as inventory in The Financial Statements.
5. There was a deficit of Rs. 3,229,145 before providing gratuity for year 2013. Main reasons for that deficit was the public sector grant advance offered in year 2012, has charged as an expense for the current year and provision of accrued expenses for the current year.

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 deficit recorded for the year 2013, before providing for gratuity, was Rs.3,229,145

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
01 Treasury Grants				
Recurrent Grant		53,640,700	50,300,000	43,158,385
Capital Grant -Rehabilitation	01.1	180,000	593,000	1,905,000
Capital Grant -Acquisition of Property , Plant & Equipments	01.2	2,869,579	2,444,342	3,095,000
Capital Grant -Capacity Building	01.3	7,010,421	7,092,658	28,000,000
		63,700,700	60,430,000	76,158,385
Less :Transfer to Differed Income		2,869,579	2,444,342	2,205,341
Grants to be returned to the Treasury			-	889,659
		60,831,121	57,985,658	73,063,385
02 Projects Grants				
TEDP Grants	02.1	-	-	811,066
ILO Grants	02.2	489,325	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)	02.3	10,681,662	4,542,834	-
		11,170,987	8,054,613	3,488,544
03 Operating Income Generated				
Institutes Registration Fees	03.1	1,048,500	571,950	609,100
Institutes Accreditation Fees	03.2	1,375,600	1,114,050	1,025,200
NVQ Certificate Printing Income (Net)	03.3	255,795	647,285	540,690
Assessor Registration Fees	03.4	387,000	192,375	147,425
Sale of Publications	03.5	527,901	459,017	400,050
Net Income From Record Books Sales	03.6	1,372,385	1,285,895	746,717
		4,967,181	4,270,572	3,469,182
04 Non Operating Income Generated				
Sales Of Obsolete Items		3,810	44,280	4,108
Unpresented Cheque to the Bank		78,600	5,850	4,000
Income Of Assign Vehicle for Personal Use		33,100	10,200	12,700
Non Refundable deposit		1,000	1,300	-
Fuel Income from outside Institutes (recovery)			10,840	-
Other Income		2,000	27,320	-
Cancelled cheques		8,100		
		126,610	99,790	20,808

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
05 Staff Loan Interest & Other Interest Income				
Commission Loan Interest Income		54,622	51,205	45,799
Distress Loan Interest		215,387	187,574	148,913
Special Advance Interest		2,220	3,665	14,217
Fixed Deposit Interest		136,439	-	-
		408,668	242,444	208,929
06 Board Directors & Committee Observers Allowances				
Honorarium of Board Members		417,068	491,993	367,648
Audit & Mgt. Member Fees		72,000	92,800	48,000
		489,068	584,793	415,648
07 Personal Emoluments				
Salaries & Wages		26,488,692	23,513,226	20,144,348
EPF Contribution		3,018,747	2,797,491	2,250,337
ETF Contribution		754,687	699,921	563,083
Overtime & Holiday Pay		888,395	671,858	619,614
Payment for Trainees		1,159,500	1,318,700	438,075
Chairman Allowance		600,000	600,000	522,500
		32,910,021	29,601,196	24,537,957
08 Traveling Expenses				
Domestic		319,538	297,266	262,088
Foreign		419,305	558,218	389,852
		738,843	855,484	651,940
09 Supplies & Consumables used				
Printing, Stationery & Office Requisites	09.1	2,988,434	3,421,507	1,733,749
Fuel Expenses	09.2	2,932,754	1,734,380	1,831,230
Transport Expenses		2,662	17,359	11,902
Uniform		80,000	74,203	54,220
Newspapers & Magazine Expenses		93,290	101,460	122,500
Other Service Expences		221,731	59,129	158,991
Entertainment Expenses		188,663	117,987	106,030
Photocopy Allowance		12,960	9,400	7,100
Staff welfare		5,785	-	-
		6,526,279	5,535,425	4,025,722

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
10 Maintenance Expenses				
Motor Vehicle Insurance & Maintenance	10.3	2,329,940	2,430,979	1,444,125
Plant, Machinery & Equipment Maintenance		232,638	153,666	104,914
Building & Structure Maintenance		117,697	176,511	68,997
Computer Maintenance		173,120	121,442	63,524
Mechanical & Electronic Goods		64,746	14,784	7,824
General Maintenance		126,692	100,659	33,032
		3,044,833	2,998,041	1,722,416
11 Rehabilitation Expenses				
Rehabilitation Vehicles		571,252	753,478	1,010,183
Rehabilitation Plant Machinery & Equipment		13,500	1,148,058	684,250
Rehabilitation Building & Struture		334,463	41,163	161,475
		919,215	1,942,699	1,855,908
12 Contractual Services				
Telecommunication		1,569,584	1,571,606	1,501,121
Postal Charges		131,027	111,245	107,150
Electricity Expenses		2,727,897	2,411,718	2,617,638
Water		154,247	96,035	144,832
Rates & Taxes & Rent		127,400	141,555	341,555
Security Charges		818,790	623,902	801,575
Janitorial Charges		749,575	486,535	342,045
Audit Fees		225,000	220,080	75,000
Legal Charges & Stamp Fee		45,000	37,500	54,000
Subscription For Periodical		27,298	3,250	14,056
Subscription & Member Fees - Domestic		34,590	34,130	51,209
Subscription & Member Fees - Foreign		17,362	28,852	8,350
Staff Training & Development		182,849	186,580	358,151
Money Transist Insurance		13,838	16,907	11,386
Service Agreements		766,582	464,492	474,031
		7,591,039	6,434,387	6,902,099

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
13 Operational Expenses				
Institute Registration Expenses	13.1	665,500	791,408	733,353
Financial Grants	13.2	4,273,207	2,994,813	23,865,478
Accreditation Expenses	13.3	1,686,331	2,285,775	1,511,277
NVQ Programmes Expenses	13.4	2,024,584	1,818,987	2,019,415
VET Plan Preparation Expenses	13.5	1,470,175	1,597,803	1,625,129
Development of Provincial VET Plan		2,813,221	809,374	-
LMI Expenses	13.6	1,651,516	1,511,929	2,214,130
Estabilishing Quality Management System Expenses		4,538	33,002	8,873
Development Of Competency Standards, Translation of Standards		1,655,534	655,850	2,000,000
Research Expenses For TVET Sector Improvement		1,184,760	525,835	1,365,576
Financial Assistant Monitoring & Coordination Expenses		238,293	197,344	66,213
Translation Fees		77,676	136,102	136,392
Preparation of Policy Document			17,338	1,360
		17,745,335	13,375,560	35,547,196
14 Projects Expenses				
Expenses on ILO Grants	14.1	489,325	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	10,681,662	4,542,834	-
		11,170,987	8,054,613	3,297,127

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2013

15 Property , Plant & Equipment

		COST			
	NOTE	<u>01.01.2013</u>	<u>Addition</u>	<u>Disposal</u>	<u>31.12.2013</u>
Vehicles	15.1	53,317,256		850,000	52,467,256
Furniture & Fittings	15.2	4,381,478	279,750		4,661,228
Plant & Equipment	15.3	110,949	59,999		170,948
Office Equipment	15.4	4,494,082	172,090		4,666,172
Computer & Accssories	15.5	14,042,760	1,316,704		15,359,464
Library Books	15.6	710,948	42,036		752,984
Name Board	15.7	519,290	-		519,290
Computer Software	15.8	5,945,978	999,000		6,944,978
		83,522,741	2,869,579		85,542,320

		DEPPRECIATION			
	Rate	<u>01.01.2013</u>	<u>For the Year</u>	<u>Disposal</u>	<u>31.12.2013</u>
Vehicles	25%	23,415,742	7,424,951	648,291	30,192,402
Furniture & Fittings	10%	2,068,293	235,439		2,303,732
Plant & Equipment	25%	49,092	7,033		56,125
Office Equipment	25%	2,490,620	520,403		3,011,023
Computer & Accssories	33%	9,042,366	1,810,552		10,852,918
Library Books	25%	480,981	59,479		540,460
Name Board	25%	210,361	77,232		287,593
Computer Software	25%	2,049,586	1,000,143		3,049,729
		39,807,041	11,135,232		50,293,982
		43,715,700			35,248,338

16 Debtors	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
Operational Debtors	16.1	279,915	330,109	27,528
Staff Loan Granted	16.2	6,723,370	6,553,418	5,423,844
		7,003,285	6,883,527	5,451,372
17 Deposits & Receivables				
Advance For Staff Officers and Others	17.1	3,293,808	67,592	13,453
Claim Receivable From Outside Institutes	17.2	4,995	-	130,977
Claim Receivable From Staff Members		48,394	48,394	48,300
Pre payments	17.3	11,230	11,077	259,469
Personal Dialog Bill Recovery		1,951	46,964	12,269
Recoverable NVQ Certificate Printing Expenses	17.4	460,632	375,602	305,831
Advance Payment on Public Sector Grants		680,692	1,365,007	-
Advance Payment on Disable Grants		661,995	81,645	
Transfer Account			-	13,230
		5,163,697	1,996,281	783,529

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
18 Inventory				
Inventory - Record Books		184,201	493,539	654,890
		184,201	493,539	654,890
19 Cash & Cash Equivalents				
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		732,459	2,032,822	4,212,388
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		2,855,870	3,712,026	4,420,768
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		494,172	389,975	278,206
Call Deposit		3,448,406	800,000	-
		7,530,907	6,934,823	8,911,362
20 Translation Reserve				
Translation Reserve -Beginning of the year		3,862,963	5,672,262	5,274,685
Fixed deposit interest adjustment		11,967		
Net Surplus (Dificit) For the Year		(4,846,384)	55,217	399,044
Transfer to loan account			(1,500,000)	-
Opening balance Adjustment		2	3	-
Prior Year Adjusment		(513,177)	(364,519)	(1,467)
		(1,484,629)	3,862,963	5,672,262
21 Deferred Income				
Deferred Income -Beginning of the year		43,715,697	18,493,066	17,287,499
Accumulated Depreciation Adjustment		3	(150,004)	1,818,761
		43,715,700	18,343,062	19,106,260
Add:-Property , Plant & Equipments		2,869,579	38,597,238	4,662,299
		46,585,279	56,940,300	23,768,559
Less: Net Value of -Disposed Fixed Assets		(201,709)	(891,419)	(14,020)
		46,383,570	56,048,881	23,754,539
Less:Charged to the Financial Performance in the Year		11,135,232	(12,333,184)	(5,261,473)
Deferred Income -End of the year		35,248,338	43,715,697	18,493,066
22 Creditors				
Operational & Other Creditors	22.1	5,594,810	2,098,032	2,144,372
		5,594,810	2,098,032	2,144,372

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2013

	SUB NOTE	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
23 Refundable Deposit & Payables				
Payable to Treasury	23.1	55,891	87,317	983,349
Payable to Inland Revenue Department	23.2	6,845	21,240	28,918
Refundable Project Grants	23.3	6,320,479	2,238,829	1,036,447
Personal Emoluments Payable	23.4	464,981	490,527	9,775
Combined Allowance & Travelling Payable			17,563	2,938
Payable For Preparation of Policy Documents		1,360	1,360	-
NVQ Promotional Programme			-	49,000
Tender Deposits Payable		25,400	14,250	14,250
Audit Fee Payable		445,080	440,160	205,000
Private Sector Grants			227,125	-
Retention Money		83,406	75,926	-
VET Plan Preparation		476,832		
NCS Development		44,203		
		7,924,477	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 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
01.1 Capital Grant -Rehabilitation			
Building & Structures	80,000	80,000	200,000
Plant, Machinery & Equipment	100,000	150,000	685,000
Vehicles	<u> </u>	<u>363,000</u>	<u>1,020,000</u>
	180,000	593,000	1,905,000
01.2 Capital Grant -Acquisition of Property , Plant & Equipments			
Vehicles			
Furniture & Office Equipments	439,277	852,740	410,000
Plant, Machinery & Equipment	1,431,302	525,930	1,410,000
Building & Structures	-	-	-
Others	<u>999,000</u>	<u>1,065,672</u>	<u>1,275,000</u>
	2,869,579	2,444,342	3,095,000
01.3 Capital Grant -Capacity Building			
Development of Competency Standards	1,350,000	655,850	2,000,000
Conduct Research For TVET Sector	1,100,000	575,604	2,000,000
VET Plan Implementation-Public Sector	502,783	1,450,000	17,000,000
Financial Assistance For Private Sector	1,800,000	2,200,000	5,000,000
Financial Assistance For Vulnerable People	580,000	900,000	2,000,000
Development of Provincial VET Plan	<u>1,677,638</u>	<u>1,311,204</u>	<u> </u>
	7,010,421	7,092,658	28,000,000
02.1 TEDP Grants			
Development of Competency Standards	-	-	187,500
TEDP Grants For ATPA	<u>-</u>	<u>-</u>	<u>623,566</u>
	-	-	811,066
02.2 ILO Grants			
I LO Grants for VET Plan Preparation	<u>489,325</u>	<u>1,405,850</u>	<u>819,913</u>
	489,325	1,405,850	819,913
02.3 Short Term Programme (Local)			
Ministry of Youth Affairs	<u>10,681,662</u>	<u>4,542,834</u>	<u>-</u>
	10,681,662	4,542,834	-
03.1 Institutes Registration Fees			
Institute Registration Fees	950,900	541,250	549,700
Institute Grading Fees	10,500	22,000	32,000
Penalty on Institute Registration	<u>87,100</u>	<u>8,700</u>	<u>27,400</u>
	1,048,500	571,950	609,100

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
03.2 Courses Accreditation Fees			
Accreditation Fees	1,369,500	1,097,250	1,020,200
Evaluation Fees	6,100	16,800	5,000
	1,375,600	1,114,050	1,025,200
03.3 NVQ Certificate Income			
NVQ Certificate - New	798,440	608,110	518,490
NVQ Certificate - Reprinting	18,150	16,675	14,700
NVQ Certificate Printing - Duplicate	12,500	7,500	5,500
NVQ Mapping Fees	65,500	15,000	2,000
NVQ Exam Fees	782,000		
	1,676,590	647,285	540,690
Less : NVQ Certificate printing expenses	949,762	-	-
NVQ Exam Expenses	471,033	-	-
	255,795	647,285	540,690
03.4 Assessors Registration Fees			
NVQ Assesors Registration Fees	54,000	67,125	50,425
NVQ Assesor Licence Fees	333,000	125,250	97,000
	387,000	192,375	147,425
03.5 Sales of Publications			
CBT Standard Sales	8,700	26,750	165,950
CBT Curriculum Sales	621,675	419,972	212,750
VET Plan Sales	3,500	15,650	1,200
TVET Guide Sales	28,000	5,000	6,500
NVQ Framework Sales		-	550
LMI Books Sales	9,250	15,300	9,350
TVEC Theme Song CD Sales	250	-	3,750
Learner Guide Sales	500		
	671,875	482,672	400,050
Less: CBT Selling Expenses	123,540	23,655	-
Commission on Standard Selling	20,434		
	527,901	459,017	400,050

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
03.6 Net Income From Records Books			
Record Books Sales	3,684,150	3,272,750	1,550,550
Opening Stock of Records Books	493,539	654,890	109,708
Trainee Record Books Printing	1,816,500	1,662,670	1,212,096
Commission on Record Books Sales	185,927	162,834	114,071
Printing Expenses	2,495,966	2,480,394	1,458,723
Less : Closing Stok of Trainee Record Books	184,201	493,539	654,890
Less:Total Cost of Record Books Printing	2,311,765	1,986,855	803,833
	1,372,385	1,285,895	746,717
09.1 Printing, Stationery & Office Requisites			
Stationery & Office Requisites	1,965,832	1,511,660	1,243,669
Printing Charges	383,936	995,946	354,007
Advertisment Expenses	638,666	913,901	136,073
	2,988,434	3,421,507	1,733,749
09.2 Fuel Expenses			
Fuel & Lub. for Assign MV	2,194,071	377,248	657,505
Fuel & Lub. for Pool MV	658,383	670,432	1,158,660
Fuel & Lub. for Off. Transport MV	80,300	686,700	15,065
	2,932,754	1,734,380	1,831,230
10.3 Motor Vehicle Insurance & Maintenance			
MV Maintenance Expenses KE - 0488	204,427	282,845	139,088
MV Maintenance Expenses KB - 9869	222,442	308,305	170,263
MV Maintenance Expenses KF-6350	98,650	179,106	202,321
MV Maintenance Expenses KF-7354	77,808	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	15,025	104,594	81,002
MV Maintenance Expenses PB 4729	180,102	282,784	242,748
MV Maintenance Expenses 51-9654	-	3,950	107,460
MV Maintenance Expenses 57-7603	177,328	162,370	148,015
MV Maintenance Expenses PD- 2405	384,702	205,591	-
MV Maintenance Expenses KR- 7697	139,621	122,116	-
MV Maintenance Expenses KS- 2350	170,717	100,079	-
MV Maintenance Expenses KS- 2645	98,505	113,535	-
MV Maintenance Expenses NB- 2942	302,905	158,345	-
MV Maintenance Expenses PE-0572	257,708	121,679	-
	2,329,940	2,430,979	1,444,126

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
13.1 Institute Registration Expenses			
Institute Registration Evaluation Fees	506,575	288,030	258,490
Travelling (Fuel) expenses for Institute Registration	89,557	115,225	148,601
Evaluation & Registration Program	69,368	388,153	326,262
	665,500	791,408	733,353
13.2 Financial Grants			
Financial Assistants - Public	1,571,557		16,988,909
Financial Assistants - Private	2,701,650	2,196,298	4,886,224
Financial Assistants - Vulnerable	-	798,515	1,990,345
	4,273,207	2,994,813	23,865,478
13.3 Accreditation Expenses			
Course Evaluation Fees	1,000,450	1,038,990	962,121
Fuel Expenses for Accreditation	395,620	359,390	264,522
Accreditation Program	290,261	887,395	284,634
	1,686,331	2,285,775	1,511,277
13.4 NVQ Programmes Expenses			
NVQ Programmes	600,887	458,639	490,388
NVQ Assesments Support	154,710	320,888	424,249
Promotional Programs	1,203,496	940,728	1,001,178
ISO Certification and Implementation	65,491	98,732	103,600
	2,024,584	1,818,987	2,019,415
13.5 VET Plan Perpetration Expenses			
VET Plan - New	1,470,175	600,440	640,000
Vet Plan - Update		919,682	980,404
Provincial Vet Paln Preparation		77,681	4,725
	1,470,175	1,597,803	1,625,129
13.6 LMI & TVET Guide Expenses			
LMI Bulletin / News Letter - Printing	740,921	628,235	741,900
LMI Data Coding & Entry Fees	446,993	327,909	253,079
TVET Guide Printing	334,151	451,514	870,114
LMI / News letter postal charges	81,930	92,786	51,135
Other Expenses (TVET Guide)	2,175	11,485	297,902
UNEVOC activities	45,346		
	1,651,516	1,511,929	2,214,130

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</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	-
Fuel Expenses		400	-
Development of NCS			
Development Expenses of NCS		249,311	250,000
VET Plan Implementation			
VET Plan Implementation	489,325	649,765	16,839
Travelling		40,440	-
Provincial VET Plan postal charges		12,240	-
Assessor Payment		66,000	-
Accommodation		-	6,650
	<u>489,325</u>	<u>1,405,850</u>	<u>819,913</u>
14.2 Expenses-RUEDA			
Stationery Expenses			85,664
Allowances		780,100	
Development NCS Expenses-RUEDA			
Transport Expenses		-	19,815
Allowance RUEDA		-	342,550
Work Shop Expenses		-	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>
14.4 Short Term Programme (Local)			
Development of Skill Standards	5,484,198	-	-
Dayatakirula Programme	797,665	-	-
UNICEF Programme	271,997	-	-
Touch Your Future Programme	4,127,802	-	-
	<u>10,681,662</u>	<u>4,542,834</u>	<u>-</u>

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 31ST DECEMBER 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
16.1 Operational Debtors			
Cornerstone College Pvt Ltd	-	-	27,503
Toyota Lanka	-	-	25
ATC Computer Institute	112,000	162,214	-
Sakura Computer Institute	167,895	167,895	-
	<u>279,915</u>	<u>330,109</u>	<u>27,528</u>
16.2 Staff Loan Granted & Advance Recoverable			
Commission Loan Granted to Staff	1,282,754	1,239,764	1,217,158
Distress Loan	5,340,316	5,215,594	4,087,626
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	56,300	54,560	78,060
Special Advance	5,000	4,500	2,000
	<u>6,723,370</u>	<u>6,553,418</u>	<u>5,423,844</u>
17.1 Advance For Staff Officers and Others			
Advance for Staff Officers	293,808	67,592	13,453
Advance granted to Others			
NAITA	1,000,000	-	-
NYSC	1,000,000	-	-
VTA	1,000,000	-	-
	<u>3,293,808</u>	<u>67,592</u>	<u>13,453</u>
17.2 Claim Receivable From Outside Institutes			
RUEDA	-	-	130,977
Others	4,995		
	<u>4,995</u>		<u>130,977</u>
17.3 Pre payments			
Pre Payment of Motor Vehicles Insurance		-	151,757
Pre Payment of Cash in Transist Insurance	11,230	11,077	13,992
Pre Payment Service Agreements		-	93,720
	<u>11,230</u>	<u>11,077</u>	<u>259,469</u>
17.4 Recoverable NVQ Certificate Printing Expenses			
Recoverable from NAITA	214,187	120,432	85,907
Recoverable from VTA	19,840	173,320	212,824
Recoverable from NYSC	16,800	3,680	3,680
Recoverable from DTET	135,055	78,170	3,420
Recoverable from CGTTI	74,750		
	<u>460,632</u>	<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 2013

	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>	<u>2011 (Rs.)</u>
22.1 Creditors			
Operating Creditors	4,814,041	2,073,798	1,942,472
Creditors -Staff	151,603	-	1,400
Other Creditors	629,166	24,234	200,500
	5,594,810	2,098,032	2,144,372
23.1 Payable to Treasury			
Royalty Deducted	43345	78,023	93,690
Savings in capital money granted			889,659
Nopay Deductions	12546	9,294	
	55891	87,317	983,349
23.2 Payable to Inland Revenue Department			
Withholding Tax Deducted	1300	16,800	20,016
Stamp Duty Deducted	5545	4,440	7,442
PAYE Tax Deducted	-	-	1,460
	6845	21,240	28,918
23.3 Refundable Project Grants			
GTZ Returnable Grants		-	30
RUEDA Returnable Grants	48,923	48,923	-
ILO Returnable Grants	3,196,076	-	877,751
Short Term Returnable Grants (Foreign)	520,813	474,563	155,174
TEDP Returnable Grants	3,492	3,492	3,492
NAITA Returnable Grants	14,550	14,550	-
Ministry of Youth Affairs and Skills Development	2,536,625	-	-
	6,320,479	541,528	1,036,447
23.4 Personal Emoluments Payable			
Overtime & Holiday Pay	-	20,985	2,975
Trainee Allowance	-	-	6,800
ETF	129,100	58,678	-
EPF	335,881	391,118	-
Salaries & Wages	-	19,746	-
	464,981	490,527	9,775

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013

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	12	64,716.00	388,296
D.W.Suranga Dammika	4	2001.02.01	5	12,550.00	31,375
Keerthi W.G.S.A.	5	2001.02.01	12	25,500.00	153,000
Jeewantha N,W,G.N.	6	2001.02.01	12	25,296.00	151,776
Gunasiri D.W.N.	7	2001.02.01	12	22,824.00	136,944
Kumara N.A.C.	8	2001.02.02	12	23,886.00	143,316
Sirisena K.	9	2001.02.05	12	23,886.00	143,316
De Silva R.N.P.	10	2001.03.01	12	25,500.00	153,000
Manjula D.B.R	11	2001.03.01	12	25,296.00	151,776
Udayakanthi Y.P.S.	12	2001.02.01	12	29,520.00	177,120
Asanka Rangana M.N.	15	2001.09.03	12	22,356.00	134,136
Hagodarachchi G.K..	20	2001.11.01	12	26,112.00	156,672
Edirisooriya M.L.N.S.	22	2001.11.02	12	47,700.00	286,200
Indika Sampath H.B.	24	2001.11.16	12	24,888.00	149,328
Amarasekara P. S.	25	2001.11.15	12	23,052.00	138,312
Dinesh B.K.S.	26	2001.11.16	12	23,052.00	138,312
Ajith Kusum P.P.	28	2001.12.03	12	46,818.00	280,908
Sunil P.K.	29	2001.12.18	12	53,706.00	322,236
Anura Weerakoon W.M.T.	31	2002.07.01	11	47,046.00	258,753
Jayathilake P.C.P.	32	2002.08.01	11	65,796.00	361,878
Suraweera B.H.S.	39	2005.01.03	9	76,728.00	345,276
Wijesekara S.	40	2005.04.20	8	22,896.00	91,584
Kumara W.V.P.C.J.	41	2005.05.16	8	22,068.00	88,272
Perera V.	43	2005.06.15	8	60,756.00	243,024
Perera G.D.N.M	44	2005.01.13	8	37,368.00	149,472
Thirvnaukkarasu S.	46	2005.01.04	8	41,460.00	165,840
Gunathilake P.M.C.P.	47	2005.01.18	8	37,368.00	149,472
Widana Kankanamge D.H.	48	2005.01.03	9	40,020.00	180,090
Ganepola G.A.M.U.	49	2005.01.02	9	38,964.00	175,338
Dharmasena U.A.P.	51	2005.01.03	9	27,642.00	124,389
C/F					5,569,411

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013

Schedule 01-Gratuity Provision

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
B/F					5,569,411
De Silva M.D.C.	56	2005.10.06	8	25,704.00	102,816
Samaraweera R.J.	57	2005.11.21	8	42,408.00	169,632
Bandula P.	58	2006.02.20	7	22,584.00	79,044
Amarasinghe A.S.	60	2006.05.16	7	49,266.00	172,431
Kumara G.G.S.	62	2006.07.14	7	22,068.00	77,238
S.U.K.Rubasinghe	65	2007.02.02	6	47,046.00	141,138
M.Vidanapathirana	66	2007.02.02	6	41,460.00	124,380
J.A.D.J.Jayalath	68	2007.08.01	6	59,436.00	178,308
P.P.P.Nanayakkara	70	2007.10.15	6	40,740.00	122,220
W.A.W.C.Premarathna	71	2007.11.01	6	47,046.00	141,138
W.J.L.A.Damayanthi	72	2007.12.12	6	40,740.00	122,220
G.D.K.V.S.Mangala	73	2008.02.01	5	22,584.00	56,460
R.G.A.T.Kumara	74	2008.11.03	5	23,610.00	59,025
N.D.Wijesekara	75	2008.11.03	5	23,610.00	59,025
S.S.Kalpage	76	2008.11.03	5	21,636.00	54,090
B.L.M.Madusanka	77	2009.09.01	4	23,436.00	46,872
G.C.J..De Silva	78	2009.09.01	4	23,262.00	46,524
K.T.Amarasinghe	80	2009.11.30	4	23,262.00	46,524
D.M.S.J.Siripala	81	2009.11.30	4	23,262.00	46,524
M.S.M.T.N.D.Samarakoon	82	2011.02.01	2	38,964.00	38,964
Vindya Hansani	83	2011.04.05	2	23,088.00	23,088
K.S.Sameera	84	2011.08.01	2	22,116.00	22,116
G.C.S.M.Nanayakkara	85	2011.08.01	2	22,116.00	22,116
B.S.J.Vipulsi	86	2012.01.02	2	25,578.00	25,578
H.M.A.D.K.Herath	87	2012.01.02	2	25,578.00	25,578
H.S.Abeygoonathilake	89	2012.01.02	2	25,578.00	25,578
D.N.I.D.De Silva	90	2012.01.02	2	25,578.00	25,578
Chandi Menaka	91	2012.03.01	1	22,914.00	11,457
A.P.Indrani	92	2012.03.01	1	22,916.00	11,458
I.G.Kalpa Udara	93	2012.07.10	1	25,320.00	12,660
P.Muthukumarana	94	2012.11.03	1	25,578.00	12,789
					7,671,980

* 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 2013

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
P.K.Sunil	1,000
D.W.Suranga	300
B.K.Sriyantha	1,000
P.S.Amarasekara	1,000
H.B.I.Sampath	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
N.D.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	30,300

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013**

Schedule 02-Festival Advance		AMOUNT
NAME		(Rs.)
B/F	30,300
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
P.P.P.Nanayakkara	1,000
M.L.N.S.Edirisooriya	1,000
S.J.Siripala	1,000
Suminda Arunakeerthi	1,000
N.A.C.Kumara	1,000
G.D.N.M.Perera	1,000
J.A.D.J.Jayalath	1,000
R.G.A.T.Kumara	1,000
K.T.Amarasinghe	1,000
A.P.S.Taraka	2,000
P.C.M.P.Gunathilake	1,000
G.A.M.U.Ganapola	1,000
Manel Madushanka	1,000
Nelum Samarakoon	1,000
W.A.W.C.Premaratne	1,000
I.G.K.Udara	1,000
A.P.Indrani	1,000
H.G.K.N.Bandara	1,000
S.Wijesekara	1,000
D.K.W.S.Mangala	1,000
		<hr/>
		56,300

Schedule 03-Staff Loan

NAME	AMOUNT (Rs.)
B.K.Sriyantha Dinesh	37,476
D.W.N.Gunasiri	18,044
P.P.K.Ajith	23,596
D.W.Suranga Dammika	19,445
G.A.M.U.Ganepola	37,476
Indika Sampath	33,312
K.M.G.P.S.K.Dias	20,820
K.Sirisena	36,488
N.W.G.N.Jeewantha	2,776
C/F	229,433

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013**

**Schedule 03-Staff
Loan**

NAME	AMOUNT (Rs.)
B/F	229,433
P.Bandula	47,192
P.S.Amarasekara	41,640
R.N.P.de Silva	27,760
R.Semasinghe	147
S.S.Kalpage	24,984
W.G.S.Arunakeerthi	34,700
W.P.M.P.Premachndra	30,536
Y.P.S.Udayakanthi	23,596
D.B.R.Manjula	27,760
Champika J.Kumara	47,192
A.S.Amarasinghe	49,968
W.J.L.A.Damayanthi	47,192
Sadda Mangala	19,432
M.Vidanapathirana	33,312
B.H.S.Suraweera	2,801
Asanka Rangana	31,924
U.A.P.Dharmasena	18,900
P.P.P.Nanayakkara	18,044
R.G.A.T.Kumara	1,388
S.U.K.Rubasinghe	38,864

D.M.S.J.Siripala	23,596
G.K.Hegodaarachchi	9,913
Amarasinghe K.T.	40,252
S.Wijesekara	29,148
G.D.N.M.Perera	12,492
N.A.C.Kumara	15,268
D.C.de Silva	12,492
G.G.Saman Kumara	30,536
Vipulsi B.S.J.	43,028
Herath H.M.A.D.K.	45,804
M.L.N.S.Edirisooriya	45,804
N.D.Wijesekara	48,580
Manel Madushanka	12,484
Anura Weerakoon	36,088
G.C.J.De Silva	43,028
R.J.Samaraweera	37,476
	1,282,754

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013**

Schedule 04-Tsunami Loan

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

Schedule 05-Distress Loan

NAME	AMOUNT
	(Rs.)
Ajith Kusum	233,354
B.K.Sriyantha Dinesh	116,535
Asanka Rangana	101,896
Indika Sampath	102,828
K.M.G.P.S.K.Dias	77,102
K.Sirisena	137,257
N.W.G.N.Jeewantha	16,442
P.Bandula	106,560
P.S.Amarasekara	6,495
R.N.P.de Silva	113,584
N.A.C.Kumara	111,672
U.G.Palitha	70,702

W.P.M.P.Premachndra	241,628
S.U.K.Rubasinghe	191,636
R.G.A.T.Kumara	97,188
Y.P.S.Udayakanthi	184,724
B.H.S.Suraweera	131,422
S.Wijesekara	103,178
W.K.Bernard	52,536
M.D.C.de Silva	132,300
Champika J.Kumara	99,546
A.S.Amarasinghe	241,628
P.P.P.Nanayakkara	174,972
M.Vidanapathirana	179,357
Amarasinghe K.T.	120,328
G.D.N.M.Perera	143,640
D.K.W.S.Mangala	4,198
R.J.Samaraweera	208,300
Anura Weerakoon	87,486
D.W.N.Gunasiri	103,193
P.G.Ananda	1,297
T.Senthuran	70,822
C/F	3,763,806

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2013**

Schedule 05-Distress Loan

NAME	AMOUNT
B/F	3,763,806
Suminda Arunakeerthi	81,939
J.A.D.J.Jayalath	95,818
D.B.R.Manjula	79,456
G.K.Hegodaarachchi	29,813
Perera V.	104,150
G.G.Saman Kumara	130,684
W.J.L.A.Damayanthi	112,482
U.A.P.Dharmasena	115,440
G.A.M.U.Ganepola	179,138
N.D.Wijesekara	85,618
S.S.Kalpage	72,722
P.C.P.Jayathilake	229,130
Siripala J.	122,642
Edirisooriya M.L.N.S.	137,478
	5,340,316

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION
FINANCIAL HIGHLIGHTS 2013**

CATEGORY/OBJECTIVE TITLE	ESTIMATES	REVISED	ACTUAL	PERCENTAGE
CAPITAL EXPENDITURE	ESTIMATES	EXPENDITURE		%
	Rs.'000	Rs.'000	Rs.'000	
Acquisition of fixed Assets				
Furniture & Office Equipment	240	500	511	102
Plant & Machinery	240	1,578	1,101	70
Library Books	40	40	42	105
	520	2,118	1,654	78
Rehabilitation and improvements				
Building & Structures	80	670	334	50
Plant & Machinery	100	100	13	13
Vehicles		600	571	95
	180	1,370	918	67
Development Capital Expenses				
V.E.T.Plan Implementation	900	888	1,572	177
Revision of National Competency Standards	2,250	1,649	1,656	100
Financial Assistant to Private Sector Training .Institute	3,500	2,706	2,702	100
Conduct Researches	1,000	1,294	1,185	92
Financial Assistant to promote training for vulnerable people	750	580	-	-
Development of Provincial VET Plan	4,000	2,900	2,813	97
Upgrading MIS Software	650	1,005	999	99
Dayata Kirula	300			
GPS	300	45		
Hardware	650	445	216	49
	14,300	11,512	11,143	
Total Capital Expenditure	15,000	15,000	13,715	91
RECURRENT EXPENDITURE				
Salaries & Wagers	24000	26,308	26,489	101
EPF Contribution Expenses	2880	3,277	3,019	92
ETF Contribution Expenses	720	814	755	93
Overtime & Holiday Pay	750	985	888	90
Payment for Trainees	1000	1,088	1,159	107
Chairman Allowance	600	600	600	100
Gratuity		231	503	218
	29,950	33,303	33,413	100
Traveling Expenses				
Domestic	350	390	320	82
Foreign	400	450	419	93
	750	840	739	88

Supplies & Consumables used

Printing, Stationery & Office Requisites	2300	2928	2,988	102
Fuel Expenses	2300	2715	2,933	108
Transport Expenses	17	10	3	30
Uniform	125	80	80	100
Newspapers & Magazine Expenses	80	93	93	100
Other Service Expenses	150	225	226	100
Entertainment Expenses	150	189	189	100
Photocopy Allowance	10	13	13	100
	5132	6253	6,525	104

CATEGORY/OBJECTIVE TITLE**ESTIMATES****REVISED****ACTUAL****PERCENTAGE****CAPITAL EXPENDITURE****ESTIMATES****EXPENDITURE****%****Rs.'000****Rs.'000****Rs.'000****Maintenance & Expenses**

Vehicle Maintenance and Insurance	1,350	2,335	2,330	100
Plant & Machinery	125	225	233	104
Building & Structure	70	110	118	107
Computer Maintances	250	200	173	87
Mechanical & Electronic Goods	20	100	65	65
General Maintenace	50	125	126	101
	1,865	3,095	3,045	98

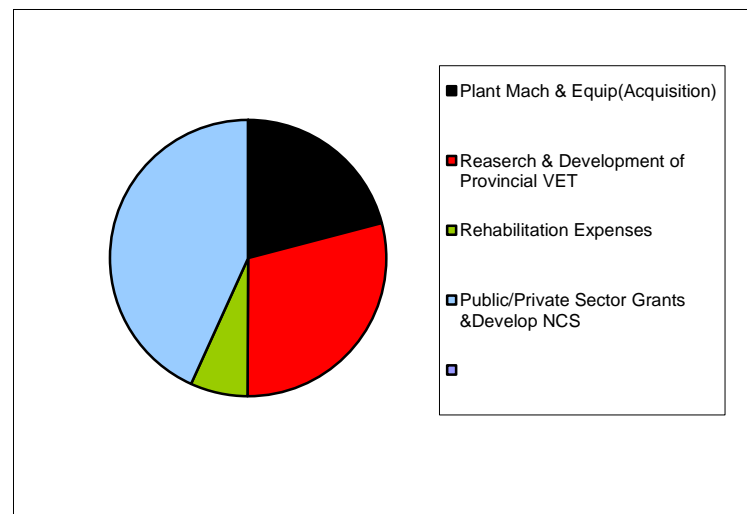
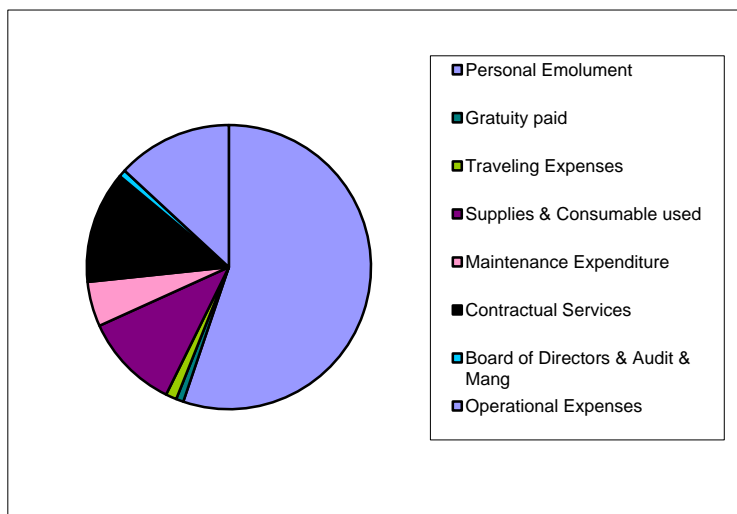
Contractual Services

Telecommunication	1400	1570	1,569	100
Postal Charges	150	122	131	107
Electricity Expenses	2850	3000	2,728	91
Water	150	230	154	67
Rates & Taxes& Rent	150	128	127	99
Security Charges	643	819	819	100
Janitorial Charges	575	750	750	100
Audit Fees *	75	225	225	100
Legal Charges& Stamp Fee	50	40	45	113
Subscription For Periodical	30	30	27	90
Subcription & Member Fees - Domestic & Foreign	70	70	52	74
Staff Training & Development	350	350	183	52
Money Transist Insurance	15	14	14	100
Service Agreements	300	760	766	101
	6,808	8,108	7,590	94

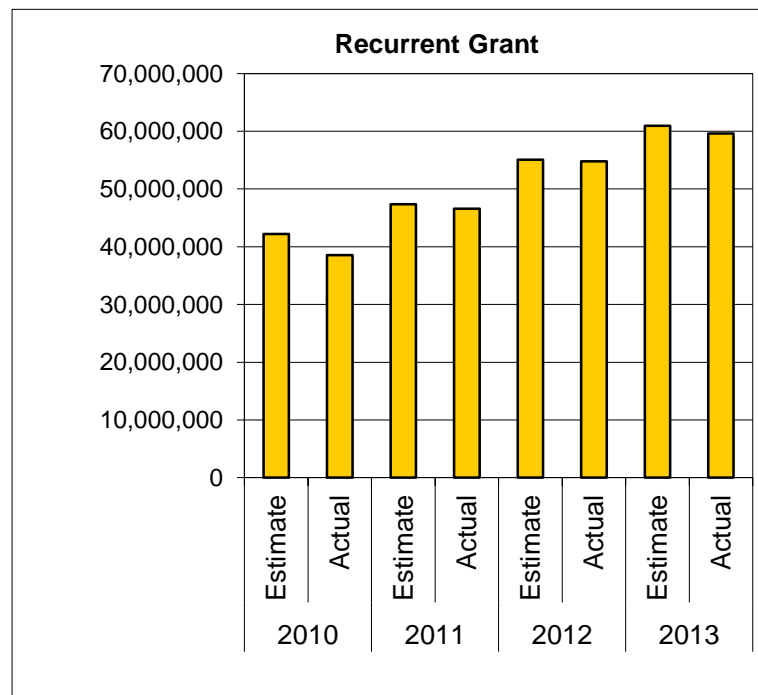
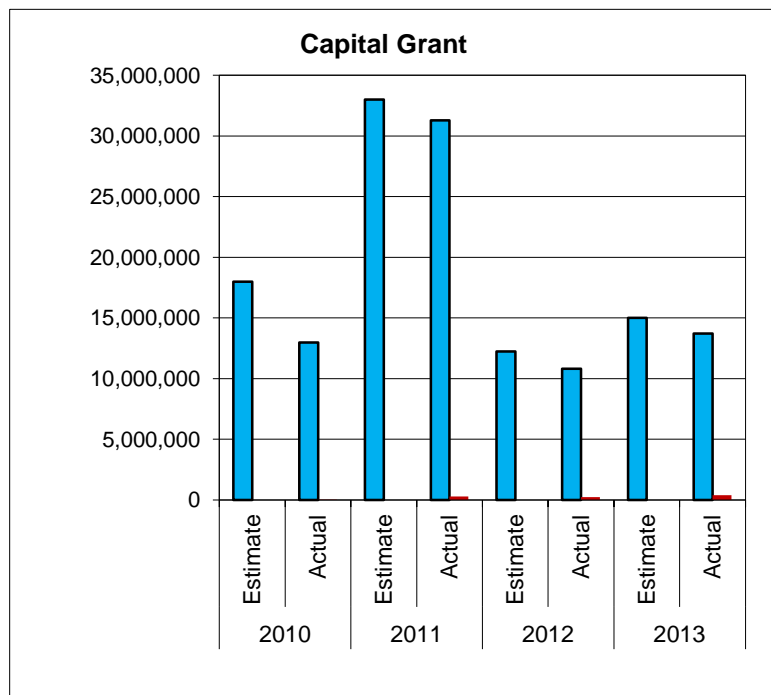
Operational Expenses

Institute Registration Expenses	800	1000	666	67
Accreditation Expenses	1750	1750	1,686	96
NVQ Programmes Expenses	2900	1702	1,321	78
VET Plan Perpetration Expenses	1700	1470	1,470	100
LMI Expenses	2500	1884	1,652	88
Estabilishing Quality Management System Expenses	250	30	5	17
Financial Assistant Monitoring & Coordination Expenses	90	228	238	104
Cordination Provincial VET Plan	75			
Praparation Policy Documents	80			
Dayata Kirula	500	704	704	100
Translation Fees	60	78	78	100
Honorarium (Board of Directors & Audit & Management)	675	512	489	96
	11,380	9,358	8,309	89
Total Recurrent Expenditure	55,885	60,957	59,621	98

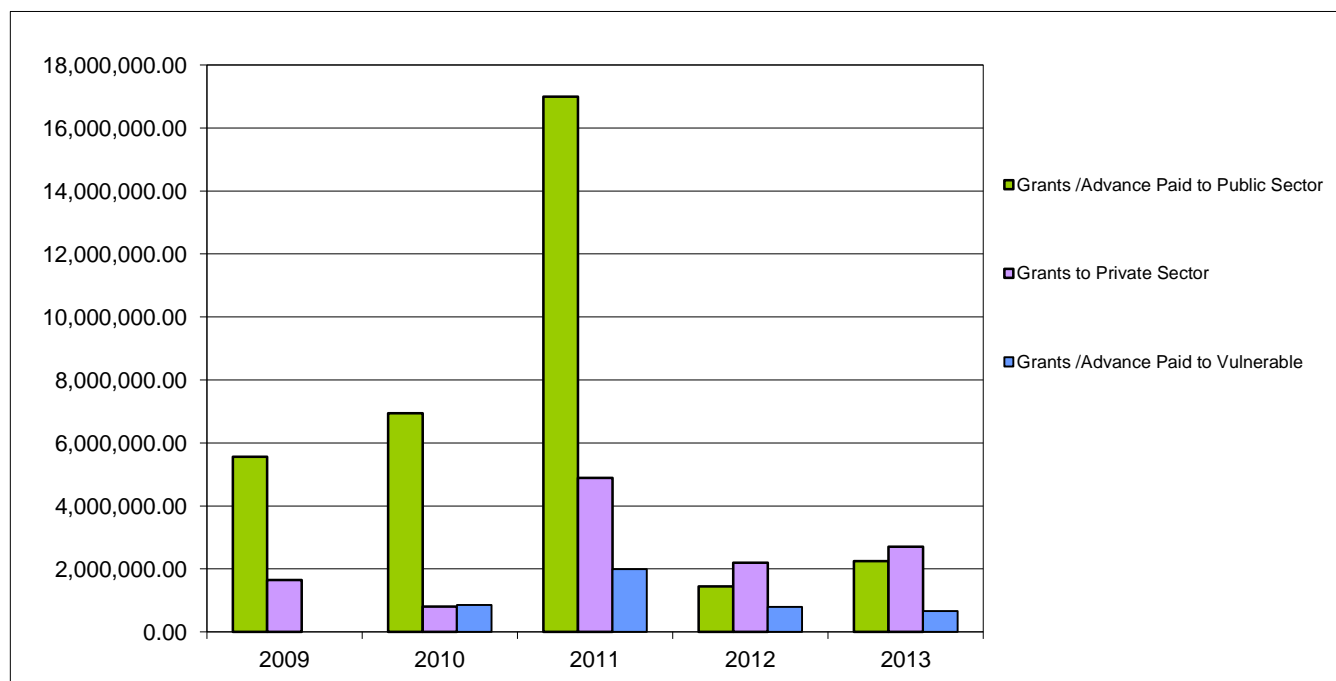
Financial Highlights			
Recurrent Expenditure		Capital Expenditure	
	(Rs.)		(Rs.)
Personal Emolument	32,910,021	Plant Mach & Equip(Acquisition)	2,869,579
Gratuity paid	502,685	Reaserch & Development of Provincial VET	3,997,981
Traveling Expenses	738,843	Rehabilitation Expenses	919,215
Supplies & Consumable used	6,526,279	Public/Private Sector Grants &Develop NCS	5,928,741
Maintenance Expenditure	3,044,833		
Contractual Services	7,591,039		
Board of Directors & Audit & Mang	489,068		
Operational Expenses	7,818,613		
Total	59,621,381	Total (Rs.)	13,715,516



Budget Estimates, Actual Expenditure and Grants Return received							
	2010		2011		2012		2013
	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate
Recurrent Grant	42,200,000	38,523,832	47,370,000	46,571,924	55,073,712	54,761,014	60,957,000
Capital Grant	18,000,000	12,978,832	33,000,000	31,292,303	12,239,500	10,819,565	15,000,000
Grant Return Received		6,865		280,968		224,617	
Total (Rs.)	60,200,000	51,509,529	80,370,000	78,145,195	67,313,212	65,805,196	75,957,000



Financial Highlights					
Grants to Public & Private Sector Institutes					
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Grants /Advance Paid to Public Sector	5,565,474	6,938,571	16,988,909	1,446,652	2,252,249
Grants to Private Sector	1,647,699	806,144	4,886,224	2,196,298	2,701,650
Grants /Advance Paid to Vulnerable		858,164	1,990,345	798,515	661,995
Total (Rs.)	7,213,173	8,604,888	23,867,489	4,443,477	5,617,907





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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No. }

JP/E/TVEC/1/13/225

ඔබේ අංකය
உமது இல.
Your No. }

දිනය
திகதி
Date }

09 February 2015

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 2013 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 2013 comprising the statement of financial position as at 31 December 2013 and the statement of comprehensive income, 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 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 15 August 2014.

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 Sri Lanka Public Sector Accounting Standards 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 consistent with International Standards of Supreme Audit Institutions (ISSAI 1000-1810). 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 judgements, 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 the extent of the audit.

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

2. Financial Statements

2.1 Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission as at 31 December 2013 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2.2 Comments on Financial Statements

2.2.1 Accounting Deficiencies

Excess provision amounting to Rs.142, 883 had been made due to the errors in the computation of expenditure on gratuity.

2.2.2 Unexplained Differences

Even though the balance of Computers and Accessories Ledger Account amounted to Rs.15,309,664, it had been shown as Rs.15,359,464 in final accounts. Thus, a difference of Rs.49,800 was observed.

2.3 Non-compliance with Laws, Rules, Regulations and Management Decisions

The following instances of non-compliance were observed.

Reference to Laws, Rules, Regulations, etc.	Non-compliance
(a) Section 11 of Finance Act, No.38 of 1971 and Section 8.2.2 of Public Enterprises Circular No. PED/12 of 02 June 2003	A sum of Rs.3,448,406 had been invested in Fixed Deposits without obtaining the approval of the Minister of Finance.
(b) Public Administration Circulars No. 26/92(1) of 03 August 1994 and No. 01/2002 of 25 February 2002	Even though the State Emblem and name of the institution should be stenciled on all motor vehicles excluding the allocated motor vehicles, instances of non-compliance were observed.

2.4 Transactions not supported by Adequate Authority

In terms of Section 8.3.5(a) of Public Enterprises Circular No. PED/12 of 02 June 2003, allocation of official 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 and five Directors had been provided with motor vehicles only under the approval of the Secretary to the Ministry and had been paid fuel allowances amounting to Rs.1,241,100 during the year under review.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the operations of Commission for the year ended 31 December 2013, had resulted in a deficit of Rs.3,229,145 as against the surplus of Rs.1,495,496 for the preceding year. Accordingly, a deterioration of Rs.4,724,641 in the financial result of the year under review was observed.

4. Operating Review

4.1 Performance

The following targets of the Annual Action Plan for the year under review had not been achieved.

- (a) Even though the conduct of 44 programmes under 4 Divisions had been planned for the proper formulation, investigation and updating of policies and strategies of the tertiary and vocational education and training, the actual number of programmes conducted had been 32. Thus, the number of programmes which had not reached the target had been 12.

- (b) Even though plans had been made for the preparation of a plan for tertiary education and training of the Transport Division for the development of industrial sector, it had not been completed.
- (c) Even though two workshops for the development of provincial vocational education had been planned to be conducted, it had not been done.
- (d) Even though 748 programmes had been planned under five Divisions for the expansion and maintenance of National Vocational Qualification System, only 156 programmes had been actually conducted while 592 programmes had not been conducted.

4.2 Operating Inefficiencies

The following observations are made.

- (a) Even though a sum of Rs.12,467,374 had been made available in the year under review for the purchase of equipment for the public sector, private sector and those affected by disasters had been brought to account as expenditure at the time of receipt, it had not been ascertained whether such expenditure was actually incurred.
- (b) Instances of action not taken by the Commission in terms of Tertiary and Vocational Education Act are given below.
 - (i) Even though Vocational and Training Institutions should be registered with the Commission, a proper procedure did not exist in the Commission to identify and register the institutions which should be so registered.
 - (ii) Failure to take action for renewal of the registration of institutions of which the registered period had expired.
 - (iii) Lack of supervision of Tertiary and Vocational Education institutions and failure to take action in terms of provisions of the Act on 44 institutions not registered.

- (c) Even though the preparation of the National Competency Standards for the courses on Tea Production Technology and the Cosmetology under the provision made available by the Ministry should have been completed and forwarded before 30 May 2013, those had been forwarded after a delay exceeding two months. Twenty six workshops had been conducted in this connection at a cost of Rs. 487, 073 and the work scheduled for completion in 03 months had taken 08 months.
- (d) The following observations are made in connection with the sum of Rs. 1,184,760 spent on research activities during the year under review.
 - (i) Nine researches commenced in the year 2012 had been completed during the year under review while one research had been abandoned. In submitting research proposals, a study on the practicability of implementation had not been carried out.
 - (ii) Even though five officers of the Commission had agreed to conduct researches, no agreement had been entered into with those officers.
 - (iii) Even though researches should be conducted through specialists competent in the field, only staff members of the institutions under the Ministry had been engaged in research activities.
- (e) Coordination activities of the Skills Competition organized by the Ministry had been carried out by the Commission and a sum of Rs.4, 127,802 had been spent thereon. The following observations are made in this connection.
 - (i) Even though advances had been granted to four institutions at a rate of Rs. One million per institution in respect of the competition, action in terms of the conditions of granting advances had not been taken by the said institutions.
 - (ii) The advance granted to an institution had not been settled even by 30 November 2014.
 - (iii) Out of the amount granted to the Vocational Training Authority of Sri Lanka, the balance of Rs.275,574 had not been refunded to the Commission.

- (iv) Even though officers of the Commission had been engaged in the supervision of the purchase of equipment and training materials, no information regarding such supervision had been made available to audit.

4.3 Idle Assets

A balance of approximately Rs.2,000,000 existed in a Bank Current Account throughout the year, while that balance had increased to Rs.5,000,000 in certain instances, thus indicating weaknesses in financial management.

4.4 Staff Administration

The following observations are made.

- (a) Even though the approved cadre of the Commission for the year under review had been 85, the actual cadre had been 70. Thus, the number of vacancies and excess cadre had been 16 and 01 respectively.
- (b) Even though the recruitment of 05 officers to the staff had been approved for the establishment of an Evaluation Unit for Examinations in the year 2012, that Unit had not been established by recruiting the staff.

5. Accountability and Good Governance

5.1 Corporate Plan

Sub- targets of each Division for the achievement of targets set in the Corporate Plan had not been specified while the period of completion of strategies and the expenditure and income thereof had not been stated.

5.2 Budgetary Control

The budget for the year under review had been revised and the variances between the amounts shown in the revised budget and the actual amounts ranged between 5 per cent and 117 per cent. As such, it was observed that the budget had not been made use of as an effective instrument of financial control.

5. 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 Management
- (c) Budgetary Control
- (d) Staff Management

W.P.C. Wickramaratne

Acting Auditor General

Auditor General
Auditor General's Department

**Responses and clarifications for 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 submit the responses and clarifications for audit report No. JP/E/TVEC/1/13/225 dated 28.08.2014 received on above subject. I kindly request you to issue the final report considering the responses included herein.

2.2.1 Accounting Deficiencies

Calculations are accurate

2.2.2 Undisclosed differences

Relevant journal entries will be made

2.3 Non-compliance with Laws, Rules, Regulations and Management Decisions

(a) As per the instructions of the COPE committee met on 14.08.2012 and 07.03 2014, action were taken to deposit the money received for short term projects in short term fixed deposit in order to use such money effectively. However, we will take steps to get Treasury Secretary's approval in this regard.

(b) Except in assigned vehicles, all other vehicles have been printed the institution name in three languages with institute logo and government crest.

2.4 Transactions not certified by adequate Authority

The Secretary of the Ministry has approved providing official transport for Directors pending the approval of the Cabinet paper submitted in this regard, as per the provisions of the Public Administration Ministry circular No. 22.99.

The COPE committee met on 07.03.2014 instructed to obtain the approval of the Secretary of Ministry of Public Administration and accordingly a letter has been sent and the Ministry has been requested to obtain the approval as instructed.

3.0 Financial review

3.1 Financial result

The reason for deviation was the increase in Treasury allocations by 4.6% and increase of expenditure by 12% during the financial year 2012.

4.0 Review of operations

4.1 Performance review

(a) As it was spent additional amount of grants for two courses for accreditation, another two courses were not considered for awarding of grants in 2012 due to inadequate allocations.

Due to following reasons, it was not able to provide grants for estimated 08 courses.

One institution was expected to import certain equipment and the institute was not able to import the equipment as expected and thus the grants were not provided.

Another 04 institutions had agreed to fulfill the other requirements for accreditation before the awarding of grants nevertheless they were not able to fulfill those requirements and thus the agreements were not signed with those 04 institutes and thus no grants provided. Due to this problem, there was no sufficient time in 2013 to find another 06 courses and thus not able to provide grants for 06 courses.

Though 07 courses were provided with grants in 2013, the balance Rs. 65,000.00 was not sufficient to provide grants for one course and hence was not provided grants in 2013.

Research grants was provided to the research titled “ Study to explore the possibility to do online audits of training institutes” to undertake it in two phases. The basis was that if the current MIS audits are found effective and then the online audits can be done effectively. Accordingly the study was suspended temporarily until the MIS program is completed.

(b) The “Uniconsultancy”, a body under the University of Moratuwa is undertaking the development of the Transport and Logistics industry sector Vocational Education and Training (VET) Plan. It has officially requested an extension until 30.12.2013 for submission of final report as there were certain problems in collecting data. Due to this issue, the VET plan development work was not completed in 2013. However, the work was strictly monitored by the TVEC and as a result, the work was completed and final draft report was submitted on 09.01.2014.

In order to review the draft report, meetings with stakeholders were held on 13.01.2014, 28.01.2014 and 10.02.2014 and as there were areas to be improved the final meeting was to be held in 2nd week of June 2014.

(c) Coordination of provincial VET Plan implementation was done in collaboration with Chief Secretary’s of provinces in the framework of provincial steering committees set up in each province. Deputy Chief Secretary (Planning and Operations) of Southern province had send an implementation plan on 04.04.2014. Also a meeting was held with Chief Secretary of Southern provincial council by the Deputy Director General of the TVEC on 20.02.2014. Another meeting was held with Chief Secretary of Eastern provincial council by the Director General in March 2014.

(d) It was not able to complete the programs of issuing license for 150 competency based assessors, 10 consistency audits and 3 consistency workshops due to insufficient staff in the division who had to undertake activities which are not in the annual implementation plan. A decision was made at the NVQ Inter Institutional Steering Committee meeting held on 27.06.2013 to appoint and monitor competency based assessments of all Colleges of Technology, Technical Colleges and training institutes. It was targeted to monitor 408 private sector assessments and as public sector assessments also loaded to the work being carried out, a total of 1034 assessments were coordinated in the year. Because of this increased workload, the activities in the annual implementation plan as mentioned above were not able to achieve.

This activity was included as a special activity which should be done with external technical assistance. Though it was tried several times to find a suitable consultant, which was not successful as the allocation was not sufficient to make the consultancy payment.

As it was to assess 127 courses for renewal for accreditation with the new applications from institutions in 2013, 16 courses of which assessment fees were not paid and applications were not sent by the public sector institutes and 14 courses of private sector were assessed for accreditation.

4.2 Operational inefficiencies

(a) The purchasing made with Rs. 528,702.00 for two (02) state organizations and the receipts were handed over on 2013.12.26.

From the provision of Rs. 358,540.00 for three (03) Technical Training Institutes, procurement was completed on 2013.12.31 and the receipts were submitted on 2014.02.24. In addition, the procurement was made from the money which was disbursed to North central provincial council and the receipts were handed over on 2012.12.18.

Therefore, It is apparent that the money was spent.

(b) i and ii The Divisional Secretaries were requested to inform the TVEC on unregistered institutes in their divisional secretary's divisions and actions are taken to make those institutes aware on registration procedure and relevant guidelines. As provision in the TVE Act is not clear as to in which court we have to file cases against those who violate registration requirements, taking actions against those institutes has been delayed.

The TVE Act is under the amendment and reminders are sent to those institutes regarding the need of registration and renewal of registration. Also, a penalty has been introduced to those who do not get the institutes registrations renewed on time.

ii. Those institutes that run without TVEC registration have been identified and sent letters requesting them to be complied with registration provisions. Also, awareness programs have been conducted in several occasions. As the provision set out in the TVE act in relation to registration of institutes is not clear enough especially in which court we have to file cases against those who violate provisions, it has been found difficult to take legal actions. This matter has been clearly mentioned in the letter No. E/03/2012 dated 06.03.2012 sent to the TVEC by the Attorney General's Department (a copy attached).

(c) Though it was expected to complete the development of National Competency Standards for Tea Technology and Cosmetology by 30.05.2013, the work was delayed as relevant curriculum and learning guides etc were also developed in parallel thus the development of National Competency Standards was delayed until 01.08.2013 and 14.10.2013 respectively for two sectors.

(d) i. 09 research studies out of 10 were implemented and one study was not implemented as it was decided to delay it until the EMIS is implemented.

ii. With effect from next year, steps will be taken as per your suggestions.

iii. Conducting research was assigned to those who have expertise, skill and knowledge considering the research usability, research outcomes and objectives

(e) (i) and (ii)

Though it was delayed to settle the advances received from other institutes the invoices and goods receive notes and order forms etc. have been submitted with settlement voucher related to items that have been purchased using the money so received.

The National Youth Services Council has settled the advance 06.05.2014

Items that have been purchased using the advance given to each institute under the skills competition have been included in inventories of each institute. Settlement voucher is attached with copies of inventories. As Competitions were conducted by institutes themselves the items purchased were remained in the custody of institutes thus there is no need of sending them back to the TVEC.

All advances have been settled now.

(iii) As per the settlement voucher submitted by the Vocational Training Authority on 19.03.2014, the total expenditure was Rs. 1,170,349.00.83 and thus the VTA has incurred an excess expenditure of Rs. 170,349.83 and this amount has been paid to VTA by the TVEC 29.04.2014.

The VTA has settled the full advance appropriately.

(iv) TVEC staff have attended all competition centres and they have observed that the items purchased for the competition have been used for due purpose. There is no way conducting a competition of this scale at national level without purchasing equipment. The TVEC staff and competition judges have witnessed and certified

the equipment purchased. Accordingly, it can be certified that all identified equipment have been purchased. The material that have been identified to be purchased were physically there at the competition centres and all competitions were held using those equipment.

4.3 Underutilized assets

The reason for remaining a balance of Rs. 2,855,870.00 by December 31st in the account No. 078-1001-12268324 and in general Rs. 2 Million balance throughout the year was crediting the money received from foreign agencies, money received for development of National Competency Standards and Curricula , and the money received from the Ministry for Skills Competition “Touch Your Future”. The balance was not invested as the cash requirement for a month was approximately Rs. 2 Million.

4.4 Staff administration

- (a) Up to now, 77 staff members have been recruited out of the approved cadre. Though we conducted interviews for two occasions to recruit Translator and Library Assistant there were no suitable candidates for these two positions and thus was not able to recruit.
- (b) Except the Director position all other 04 staff members have been recruited for this Division.

5.0 Accountability and good governance

5.1 Corporate Plan

Steps will be taken as per the suggestions.

5.2 Budgetary control

Steps will be taken to use budgetary controls as per the suggestions to minimize the deviations.

6.0 Systems and Controls

(a), (b), (c) and (d)

Systems are put in place for the purpose of controlling and the directors are instructed to implement those controls.

As and when weaknesses of systems have been identified actions are taken to rectify them.



Dr. S. D. R. Perera
Director General

Cc: Secretary, Ministry of Youth Affairs and Skills Development