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Information of the TVEC

Name of Institution	:	Tertiary and Vocational Education Commission
Name of Ministry	:	Ministry of Skills Development Vocational Training
Address	:	3rd Floor, “Nipunatha Piyasa” Elvitigala Mawatha Narahenpita, Colombo 05
e-mail address	:	info@tvec.gov.lk
Website	:	www.tvec.gov.lk
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Auditors	:	Auditor General Auditor General’s Department Baththaramulla.
Bankers	:	People’s Bank YMBA Branch Borella

Vision

Tertiary and Vocational Education with quality and relevance for all seekers

Mission

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

Chairman's Message

In 2016 the Tertiary and Vocational Education Commission introduced many reformatations to the field of which it has been designated as the apex body. The Minister in reconstituting the Commission made clear its responsibilities and his expectations, and outlined areas in which he required swift changes.

These were in essence designed to make training more meaningful so that trainees would readily find jobs, and the skills shortages the bedevil the country would be reduced. For this purpose the Sector Skills Development Project had already set up Sector Skills Councils, but these had not done much since their potential contribution had not been recognized. The Minister persuaded the TVEC to take over supervision of these Councils, which it was recognized was essential in terms of its coordinating role, and before the end of the year the Construction Council had moved swiftly to recommend very practical changes to the curricula.

In particular they addressed the question of dropouts, one reason for which was the length of the existing courses. The TVEC also reversed an earlier decision to drop On the Job Training from Level 3 courses and this is now mandatory for new courses. However it is required to ensure that this training is well supervised and programmes for this need to be developed.

With regard to English and Soft Skills, which had long been diagnosed as essential for employment, but with no action being taken, the TVEC was fortunate to obtain the services of experienced and hardworking consultants who developed a programme that students have appreciated. VTA which had claimed to teach English but had only 14 teachers for its 245 centres, was persuaded to hire teachers, albeit only on a visiting basis, and their approach had encouraged youngsters to learn actively.

The TVEC also decided, in producing a new Policy document, to work more actively in the service sector since, though this was the largest source of employment, vocational training is generally thought of as encompassing only technical training. So a few new curricula in the Tourism and the Care sectors have been developed. We also updated the National Vocational Qualifications Operational Manual, and are working towards improving assessment systems through a new Assessment and Quality Assurance Division. An Industrial Liaison Division was also set up to work with the Sector Councils, and the TVEC was also requested by the SSDP to take charge of its Social Marketing and Career Guidance Committee. Initial measures were taken to promote better coordination, given that previously all institutions worked on their own and duplicated efforts.

However, though much has been started, hard work and dedication by all those responsible is required to bring some of these efforts to fruition in the future.



Professor Rajiva Wijesinha
Chairman

Director General's Message

The objectives of Tertiary and Vocational Education Commission are mainly to formulate policies relevant to all the vocational trainings in Sri Lanka which include; quality control, maintenance and certification of skill norms.

In 2016, although the approved staff of the institution was 116 and we only employed 95. As recurrent expenses Rs. 120 million and as capital expenses Rs. 14.35 was spent and was able to achieve an income of Rs. 13.5 million instead of the estimated amount of Rs. 10 million.

Steps were taken to amend the Tertiary and Vocational Education enactment and the drafts prepared by the Department of Law and Craftsman was presented to the Ministry with the recommendation of Draft Review Committee.

In order to enhance the functions of the commission two new divisions were established, namely; Quality Assurance & Assessment Regulation Division and Industrial Liaison Division. Further, recruiting staffs for the above divisions are the steps taken to increase the quality of vocational training and strengthen the relationship with the industrial filed in 2016.

Tertiary and Vocational Education Commission has actively participated to make policies in its relevant field and make plans to develop vocational training, provide financial assistance to accredit training courses and reporting the progression carried out by Planning and Research division. During the year under review, 1.3 million rupees was approved for the private sector and from which an amount of Rs. 8.56 lakhs was spent for sectors which include printing, electric, electronic, Information and communication technology. In 2016, twenty Vocational Education Training Plans (VET Plans) were prepared and another 14 (VET Plans) were updated. Another very important step which was taken for the progression of greenhouse technology would be The VET Plan records for environmental protection sector. Further, 2.3 million rupees was allocated for preparing a VET Plan for Information and Communication Technology sector, which is an upcoming sector and after completion of work for approximately Rs. 5 lakhs; it is to be launched in the first quarter of 2017.

In 2016, Rs. 20 lakhs was approved for 12 researches by the mechanism which was established for the research and implementation of conclusions of the vocational and training division and Rs. 6 lakhs was spent from that amount. Further, steps were taken to enhance the skills of researchers by conducting two research workshops.

During the year under review, 326 institutes were registered and this includes 102 private institutions. Further, the registration of 355 training centres was renewed. 527 courses were accredited; which is the next stage of quality controlling. 15 training courses relevant for the above were conducted in collaboration with 450 officers.

In 2016, there was a quantitative progress in training standards and curriculum development as 14 competency standards were made for NVQ level 1 to 4 and four competency standards were made for Diploma level. Further, 16 competency standards of NVQ level 1 to 4 were enforced by the commission. Previously prepared curriculum of 5 competency standards were updated then translated to Sinhala and Tamil languages.

By maintaining a National Assessor's Pool, the Tertiary and Vocational Education Commission has provided facilities for NVQ assessments. Registration of assessors, training and assessments are conducted by the Quality Assurance and Assessment Regulations division.

Furthermore, actions were taken to strengthen the industrial bond in TVET sector by Industrial Liaison division which was established in 2016. Establishment of Sector Skill Council was a crucial step that was taken to enhance the quality of vocational training. In 2016, actions were taken to establish Sector Skill Council for Construction,

Information and communication (ICT) Technology, Manufacturing & Engineering and Tourism industry fields. In aligning with the establishment of Sector Skills Council further steps were taken to fulfill important aims like preparing competency standards, developing courses, providing industrial training for trainers and increase in job opportunities.

A series of Special Programmes was conducted in 2016 to maintain information through electronic and other Media which is required for operations, planning and making decisions in TVET field by Information Systems division. An important action amongst them would be the Publishing of Labour Market bulletin. Two labour market bulletins were published in relation to the above which included the relevant information to consider such as demand, supply, employment, unemployment and research. Further, in the year 2017; TVET Guide 2017 was published consisting information about 3000 courses which are planned for 2017. Further, a software system was implemented for online registration by the Information Systems division and relevant softwares and necessary hardware were made ready for the works of internal activities. The library is maintained under the Information Systems division to distribute various information as well as publications and provide other library services.

In 2016, a series of special programmes were performed by TVET-UNESCO-UNEVOC centre to develop relations internationally as well as with the South Asian region in collaboration with the Tertiary and Vocational Education Commission. In accordance to these programmes, two study groups from Pakistan and Nepal visited Sri Lanka to study the TVET system. Further, commission's officers were sent to Germany, Australia, Iran and South Korea for UNESCO-UNEVOC workshops and trainings.

During the year under review, a huge task was performed to introduce English and soft skills for vocational and technical training sectors. Amongst these, some of the highlighted initiations would be; creating the web page “www.buildingcareerskills.gov.lk”, publishing of 3 career skills volumes, introduction and distribution of local and foreign publications in English for teaching and learning of the English Language, introduction of 3 months short course for school dropouts, introduction of a publication for quality management and introduction of an English course for NVQ level 5.



Malkanthi Jayawardena
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 Act are as follows:

- a. the 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. the development of a nationally recognized systems for granting of tertiary education awards and vocational education awards including certificates, and other academic distinctions; and
- c. the maintenance of academic and training standards in institutes, agencies and all other establishments providing tertiary education and vocational education.

2.0 Organizational structure of the TVEC

The TVEC functions under the purview of Ministry of Skills Development and Vocational Training where the governing board of the TVEC is comprised of a Chairman and 17 other members appointed as per the provisions of the TVE (amendment) Act No.50 of 1999. At present, it comprised with a Chairman and 14 other members and there are three vacancies.

The composition of the governing board of the Commission during 2016 as follows:

Members appointed as per section 6(1) (h) of the Act (2015 December 23)

- | | |
|---|------------|
| 1) Professor Rajiva Wijesinha
Tertiary and Vocational Education Commission | - Chairman |
| 2) Mr. Kamal B. Siriwardhana
Member appointed by His Excellency the President | - Member |
| 3) Mrs. R. A. D. R. Malani Peiris
Member appointed by His Excellency the President | - Member |
| 4) Dr. (Ven). Kirinde Assaji Thero
Member appointed by His Excellency the President | - Member |
| 5) Mrs. Nirmali V. Hettiarachchi
Member appointed by His Excellency the President | - Member |
| 6) Mr. Buddhika Ruwan Madihahewa
Member appointed by His Excellency the President | - Member |
| 7) Mr. D. Mahinda Gammanpila
Member appointed by His Excellency the President
(23.12.2015 – 05.10.2016) | - Member |

- | | | |
|-----|--|----------|
| 8) | Fr. N. Anthony Humor Pinto
Member appointed by His Excellency the President | - Member |
| 9) | Mr. Vadivel Puththirasigamoney
Member appointed by His Excellency the President
(16.01.2016) | - Member |
| 10) | Mr. J. Devapiran
Member appointed by His Excellency the President
(07.12.2016) | - Member |

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

- | | | |
|----|--|----------|
| a) | Mrs. Malkanthi Jayawardhane
Director General, TVEC | - Member |
| b) | Mr. J.A. Peries
Chairman
National Apprentice and Industrial Training Authority (NAITA)
(28.01.2016 – 16.02.2016) | - Member |
| | Dr. A. U. C. Athukorala
Chairman
National Apprentice and Industrial Training Authority (NAITA)
(From 11.05.2016) | - Member |
| c) | Maj. Gen. Gamini Hettiarachchi (Retd.)
Chairman
Vocational Training Authority of Sri Lanka (VTA) | - Member |
| d) | Mr. J.A. Ranjith
Director General
Department of Technical Education and Training | - Member |
| e) | Dr. Hilary E. Silva
Director General
Sri Lanka Institute of Advanced Technological Education | - Member |
| f) | Mr. G. W. D. P Senanayake
Representative from the Ministry of Finance and General Treasury
(31.12.2015 – 11.05.2016) | - Member |
| | Mrs. D. M. A. M. D. N. N. J. Andradhi
Representative from the Ministry of Finance and General Treasury
(04.07.2016) | - Member |

3.0 Staff of the TVEC

The Director General serves as the Chief Executive Officer of the TVEC. In order to assist the Director General, staff comprised of one (01) Deputy Director General, six (06) Directors and four (04) Deputy Directors that included 95 of staff members have been appointed to carry out the functions and programmes of the TVEC implemented during 2016. In view of achieving the objectives of the TVEC, the programmes and activities have been organized under the following divisions.

- Administration and Finance Division
- Planning and Research Division
- Registration, Accreditation and Quality Management Systems Division
- National competency Standard, Curricula and National Vocational Qualifications Division
- Information Systems Division
- Quality Assurance and Assessment Regulations Division
- Industrial Liaison Division

Though a cadre of 116 is approved by the Department of Management Services for the TVEC, a total of 95 staff members were in service as at 31st December 2016 details of which are given below:

Table 3.1: Details of Staff of the TVEC – 2016

	Title of position	Number of. approved positions	Number in service as at 31st December 2016
1	Director General	01	01
2	Deputy Director General	01	01
3	Director	06	05
4	Director (Administration)	01	01
5	Labour Market Analyst	01	01
6	Deputy Director /Assistant Director	29	26
7	Deputy Director (Internal Audit and Monitoring)	01	01
8	Deputy Director (Finance)	01	01
9	Assistant Director (Legal)/Board Secretary)	01	01
10	Deputy Director (Information Service)	01	01
11	Statistician	01	01
12	Administrative Officer	01	-
13	Programme Coordinating Officer	06	06
14	Translator (Sinhala/Tamil/English)	01	-
15	Development Officer	17	09
16	Information Technology Officer	01	-
17	Information Technology Assistant	02	01
18	Computer Applications Assistant	06	06
19	Management Assistant (Class I, Class II, Class III)	17	14
20	Driver (Class I, Class II, Class III)	14	13
21	Office Assistant	07	06
	Total	116	95

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 programmes of the TVEC.

In relation to supplying human resources, the Administration division was able to recruit following persons to the corresponding positions during 2016.

Details of Interviews Conducted in 2016

Table 4.1

Designation	Date of Interview	Number of Intakes
Director (Quality Assurance and Assessment Regulations)	04.05.2016	01
Director (Industrial Liaison)	05.10.2016	01
Assistant Director	02.08.2016	09
Assistant Director	30.08.2016	06
Programme Coordinating Officer	05.10.2016	06
Management Assistant	18.05.2016	01

4.1 New appointments made in 2016

Table 4.2

Name	Designation	Date
Mrs. W. A. W. C. Premarathne	Director	10.06.2016
Mr. P. K. Sunil	Director	10.06.2016
Mrs. Chathuri Upeksha Gunathunga	Assistant Director	01.09.2016
Mr. Vajira Bandara Wijesinghe	Assistant Director	03.10.2016
Mrs. K. D. Hasanthi Lakmini	Assistant Director	02.09.2016
Mrs. Niluka Rajapaksha	Assistant Director	01.09.2016
Mr. W.P. Saman Kumara	Assistant Director	03.10.2016
Mr. B. S. Mallikarachchi	Assistant Director	01.11.2016
Mr. S. N. B. W. N. Manthripala	Assistant Director	01.11.2016
Mr. D. N. I. D. De Silva	Assistant Director	01.09.2016
Ms. B. C. Hadapangoda	Assistant Director	01.09.2016
Mr. I. P. Kalpa Udara	Assistant Director	01.09.2016
Mrs. B. S. J. Vipulsi	Assistant Director	01.09.2016
Mr. Lasantha Karunadasa	Assistant Director	01.09.2016
Mr. H. R. M. U. U. Wijebandara	Assistant Director	01.09.2016
Mr. H. B. Indika Sampath	Programme Coordinating Officer	06.10.2016
Mr. N. W. Nadeeka Jeewantha	Programme Coordinating Officer	06.10.2016
Mrs. Y. P. S. Udayakanthi	Programme Coordinating Officer	06.10.2016
Mrs. D. B. R. Manjula	Programme Coordinating Officer	06.10.2016

Ms. P. J. Udawaththa	Programme Coordinating Officer	06.10.2016
Mr. Prasanga Muthukumarana	Programme Coordinating Officer	06.10.2016
Mr. S. S. Kalpage	Management Assistant	06.10.2016

4.2 Resignations in 2016

Name	Designation	Date
Ms. D. D. Rajawasam	Development Officer	25.08.2016
Mr. Lilan Chandima	Development Officer	01.09.2016
Mr. N. A. Chaminda Kumara	Driver	30.11.2016

4.3 Retirements in 2016

Name	Designation	Date
Mr. D. N. Nimal Gunasiri	Office Assistant	29.12.2016

4.4 Appointments made from the TVEC staff on acting/ cover up basis in 2016

Name	Designation	Date
Mr. Suminda Arunakeerthi	Administrative Officer Actg.	01.09.2016
Mrs. W. J. L. A. Damayanthi	Labour Market Analyst - Cover - up	09.09.2016

The Deputy Director of Information Systems division (Labour Market Analyst) went overseas to pursue a doctoral degree programme and due to this the Statistician has been appointed to cover-up the duties of that designation. The Officer who worked as the Administrative Officer promoted as Assistant Director.

Local and foreign training

With the view of enhancing subject knowledge of staff of the TVEC, opportunities for local and foreign training were provided to them during the year under review. Following table gives details of officers who attended such training during January to December of 2016.

4.4 Foreign Training - 2016

During 2016, the Director General of the TVEC have participated for following international conferences on the invitation of respective institutions.

Name	Division	Designation	Title of Training	Country	Time Duration
Mrs. J. M. C. M. Jayawardhane Menike	Director General	Director General	International Return on investment in TVET	Australia	09/04/2016 to 13/04/2016
			An International TVET forum on the occasion of World skills day	German	2016/07/13 - 2016/07/16

Local Training 2016

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 2016

Name	Division	Designation	Title of Training	Institute	Time Duration
Mr. W. P. M. P. Premachandra	Administration Division	Director (Administration)	Visioning Sri Lanka -2030 Now	UNDP	2 Days
Mr. Vajira Perera	Registration, Accreditation and Quality Management Systems Division	Director (Registration, Accreditation and Quality Management Systems)	Certified HR Auditor	IPM	5 Days
			Postgraduate Diploma in diplomancy & word affairs	BIDTI	
Mr. R. J. Samaraweera	Internal Audit and Monitoring Division	Deputy Director	"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Mr. Manjula Vidanapathirana	Industrial Liaison Division	Deputy Director (Actg.)	Transition of ISO 9001:2008 to 9001:2015	SLSI	2 Days
Mr. T. Senthooran	Registration, Accreditation and Quality Management Systems Division	Deputy Director (Actg.)	Transition of ISO 9001:2008 to 9001:2015	SLSI	2 Days
Mr. P. A. M. U. Ganepola	Planning and Research Division	Deputy Director (Actg.)	"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Ms. P. P. Nanayakkara	Quality Assurance and Assessment Regulations Division	Deputy Director (Actg.)	Transition of ISO 9001:2008 to 9001:2015	SLSI	2 Days
			Visioning Sri Lanka 2030 Now	UNDP	2 Days
Mr. P. M. C. P. Gunathilaka	Information Systems Division	Deputy Director (Actg.)	"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day

Name	Division	Designation	Title of Training	Institute	Time Duration
Mr. H. P. K. N. Bandara	Planning and Research Division	Assistant Director	"HR - for Non HR" - Awareness Program	Human Resource Advancement	1 Day
			Project Concept & Project Cycle	NILS	1 Day
			Addressing Social Equity Gender Equality concerns in the Skills Sector Enhancement Program	SSDP	2 Days
Mr. R. Mathan	Industrial Liaison Division	Assistant Director	Human Resource Management	IPM	
			The HR Role in Improvin Public Sector Delivery Programme	Assistant Director	1 Day
Mr. K. D. L. P. Karunadasa	Information Systems	Assistant Director	MIT (E Learning Programme)	Colombo university	2 Years
Mr. I. P. K. Udara	Registration, Accreditation and Quality Management Systems Division	Assistant Director	Lead Auditor (ISO 9001:2015)	SLSI	5 Days
			The HR Role in Improvin Public Sector Delivery Programme	NHRDC	One Day
Mr. Prasanga Muthukumarana	Quality Assurance and Assessment Regulations Division	Development Officer	Project Concept & Project Cycle	NILS	01 Day
Ms. P. J. Udawatta	Quality Assurance and Assessment Regulations Division	Development Officer	Internal & External Customer Care	NILS	2016 /08/02, 03
Ms. T. A. W. Madushani	Planning and Research Division	Development Officer	Project Concept & Project Cycle	NILS	01 Day
Ms. S. N. Weragala	National Competency Standard, Curricula and National Vocational Qualifications Division	Development Officer	Office Management for Higher labour Productivity	NILS	3 Days
Ms. A. H. N. Sandamali	Industrial Liaison Division	Development Officer	Internal & External Customer Care	NILS	2016 /08/02, 03

Name	Division	Designation	Title of Training	Institute	Time Duration
Mrs. K. H. A. E. Deepthi	Internal Audit and Monitoring Division	Development Officer	Internal & External Customer Care	NILS	2016 /08/ 02,03
			Office Management for Higher labour Productivity	NILS	3 Days
			"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Ms. L. K. Kohomban	National Competency Standard, Curricula and National Vocational Qualifications Division	Development Officer	Office Management for Higher labour Productivity	NILS	3 Days
Mr. N. H. S. Dharshana	Registration, Accreditation and Quality Management Systems Division	Development Officer	Lead Auditor (ISO 9001:2015)	SLSI	5 Days
Ms. H. A. D. Dharshanika	Finance Division	Development Officer	Office Management for Higher labour Productivity	NILS	3 Days
			"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Mr. Suminda Arunakeerthi	Administration Division	Management Assistant	"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Mrs. D. B. Ruwini Manjula	National Competency Standard, Curricula and National Vocational Qualifications Division	Management Assistant	IHR -Dgree	University of Colombo	for 2016 year
Mr. H. B. Indika Sampath	Administration Division	Programme Coordinating Officer	Msc in Service Management	University of colombo	2 Years

Name	Division	Designation	Title of Training	Institute	Time Duration
Mr. N.W.P. Nadeeka Jeewantha	Registration, Accreditation and Quality Management Systems Division	Programme Coordinating Officer	Executive Diploma in Service Management	University of colombo	01 Year
			"HR - for Non HR" - Awareness Program	Human Resource Advancment	One Day
Mrs. Nisansala Dilrukshi	Administration Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mr. S. Chathurangani	Quality Assurance and Assessment Regulations Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mrs. C. H. Vimukthi Dharshanika	Quality Assurance and Assessment Regulations Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mr. R. P. A. T. Kumara	Finance Division	Management Assistant	IHR - Dgree Registration Fee	Unversity of Colombo	for 2016 year
Ms. Vindya Hansani	Finance Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mr. S. S. Kalpage	Quality Assurance and Assessment Regulations Division	Management Assistant	IHR Registraion fee	University of colombo	for 2016 Year
Mr. P. C. Janak De Silva	Internal Audit and Monitoring Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Ms. B. L. K. Sandeepani	Legal Division	Management Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mr. S. B. Karunanayaka	Quality Assurance and Assessment Regulations Division	Computer Applications Assistant	Internal & External Customer Care	NILS	2016 /08/ 02,03
Ms. H. M. V. M. Herath	Administration Division	Computer Applications Assistant	Office Management for Higher labour Productivity	NILS	3 Days
Mr. Nishantha Kamalpriya	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day

Name	Division	Designation	Title of Training	Institute	Time Duration
Mr. K. Sirisena	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day
Mr. B. K. Sriyantha Dinesh	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day
Mr. S. Wijesekara	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day
Mr. D. K. V. Saddha Mangala	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day
Mr. P. Bandula	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day
Mr. Kamal Sampath Kumara	Administration Division	Driver	Vocational Development of OES & Driver	NILS	1 Day

Foreign training

Name	Division	Designation	Title of Training	Country	Time Duration
Mr. S. U. K. Rubasinghe	National Competency Standard, Curricula and National Vocational Qualifications Division	Director	2016 Training Program on Vocational Education for officials from South Asia	China	2016/05/15 to 2016/05/26
Mrs. M. L. N. S. Edirisooriya	Information Systems Division	Director (Actg.)	UNEVOC Regional Meeting in Tehran	Iran	2016/05/22 to 2016/05/25
Ms. P. J. U. Udawatta	Quality Assurance and Assessment Regulations Division	Development Officer	Study Tour	China	2016/05/11 to 2016/05/17
Mrs. Y. P. S. Udayakanthi	Information Systems Division	Information Technology Assistant	Study Tour	China	2016/05/10 to 2016/05/18
Mrs. W. A. W. C. Premarathna	Quality Assurance and Assessment Regulations Division	Director	Seminar	Pillipine	2016/07/23 - 2016/08/01
Mr. Vajira Perera	Registration, Accreditation and Quality Management Systems Division	Director	Seminar	China	2016/09/21- 09/29
Mr. P. A. M. U. Ganepola	Planning and Research Division	Deputy Director(Actg.)	Seminar	Australia	2016/09/30 - 2016/10/23

Name	Division	Designation	Title of Training	Country	Time Duration
Mr. Manjula Vidanapathirana	Industrial Liaison Division	Deputy Director(Actg.)	Seminar	Australia	2016/09/30 - 2016/10/23
Mr. J. A. D. J. Jayalath	Information Systems Division	Director	International TVET Conference	Pakistan	2016/10/02 - 2016/10/05
Mr. P. M. C. P. Gunathilake	Information Systems Division	Deputy Director(Actg.)	TVET Leadership Programme	Germany	2016/10/17 - 28
Mr. P. K. Sunil	Industrial Liaison Division	Director	Seminar	South Korea	2016/10/23 - 28

Foreign Training for Further Studies

The following officers went overseas for further studies with paid leave and through the sponsorship of Skills Sector Development Programme (SSDP)

- Mr. Ajith Kusum Polwatte (Doctoral Degree Programme – China)
- Mr. J.A.D.J. Jayalath (Doctoral Degree Programme – Thailand)

In addition, Mrs. M. L. N. S. Edirisuriya selected to follow a doctoral degree in University of Southern Mississippi, USA with three (03) years paid leave.

4.7 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. Mr. W. P. M. P. Premachandra - The Institute of Chartered Accountants of Sri Lanka
Director (Administration)
2. Mr. S. U. K. Rubasinghe - Institute of Engineers Sri Lanka
Director (National Competency Standard, Curricula and National Vocational Qualifications Division)
3. Mr. J. A. D. J. Jayalath - The British Computer Society (BCS)
Director (Information Systems) The Computer Society of Sri Lanka
4. Mrs. M. L. N. S. Edirisuriya - The Institute of Chartered Accountants of Sri Lanka
Labour Market Analyst
5. Mrs. A. A. Amarasinghe- The Institute of Chartered Accountants of Sri Lanka
Deputy Director (Finance)
6. Mr. R. J. Samaraweera- The Institute of Chartered Accountants of Sri Lanka
Deputy Director (Internal Audit and Monitoring)

4.6 Financial Progress

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

The estimated expenditure of the Commission for 2016 was as follows:

* For recurrent expenditure	-	Rs. 120 Mn.
* For capital expenditure	-	Rs. 14.350 Mn.

During the year under review, the General Treasury had released Rs. 104 Mn for recurrent expenditure and Rs. 11.788 Mn for capital expenditure of the TVEC.

When the estimated expenditure of 2016 is compared with that of 2015, an increase of recurrent expenditure by 27% and a decrease of capital expenditure by 43.5% were observed.

The funds released by the General Treasury for the year 2016 compared with the previous years are given below.

The allocations released by the General Treasury show a 26.5% increase in recurrent expenditure and 78% increase in capital expenditure when compared with the previous year. TVEC expected an estimated income of Rs. 10 Mn during the year under review details of which are given below.

	Estimated Income (Rs.)	Actual Income (Rs.)
Net income by selling of TVET publications	2,830,000.00	4,071,850.00
Institute Registration fees	1,800,000.00	1,901,300.00
Course Accreditation fees	1,700,000.00	1,881,900.00
Release NVQ Certificates,		
Audit fees, assessment and examination fees	3,595,000.00	5,632,165.00
Fees levied from Assessors	75,000.00	56,500.00
	10,000,000.00	13,543,715.00

4.7 Internal Audit and Monitoring

Internal auditing and monitoring of activities of the TVEC are done by the internal audit division 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.

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

Audit and Management Committee of the TVEC and the Director General suggested appropriate policy changes based on the 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 programmes.

1. Audit and Management Committee

The Audit and Management Committee of the TVEC had meetings on six occasions during the year under review where it made some suggestions to management decisions commission on following matters. During the year under review, the Audit and Management Committee has assembled six times and have taken management decisions on following matters which were directed to the commission.

- i Implementing internal audit plan.
- ii Summary of financial reports and related management decisions.
- iii Management decisions related to annual action plan.
- iv Performance of internal audit and monitoring.
- v Summary of Commission's performance and management decisions.
- vi Summary of the Auditor General's report.
- vii Introducing the necessity of updating an Enterprises Resource Plan (ERP) system in the Commission.
- viii Other operations and several management decisions regarding administrative works.

According to this the Audit and Management Committee has implemented the above decisions well. The structure of the Audit and Management Committee is as follows.

The Audit and Management Committee of the TVEC comprised of following commission members from 01.01.2016 to 31.12.2016.

- i 19.01.2016, 23.02.2016 and 29.04.2016 the Audit and Management Committees of the TVEC comprised of following members.
 - Mr. G. W. D. P. Senanayaka - Committee Chairman
 - Dr. W. Hilary E. Silva - Member
 - Mr. Buddhika Madihahewa - Member
 - Mrs. T. P. I. Padmini - Observer
- ii 23.06.2016 the Audit and Management Committee of the TVEC comprised of following members.
 - Dr. W. Hilary E. Silva - Committee Chairman
 - Mr. Buddhika Madihahewa - Member
 - Ms. R. D. R. Malani Peiris - Member
 - Mrs. T. P. I. Padmini - Observer
- iii 03.10.2016 the Audit and Management Committee of the TVEC comprised of following members.
 - D. M. A. M. D. N. N. J. Andradhi - Committee Chairman
 - Dr. W. Hilary E. Silva - Member
 - R. M. D. M. Kumari - Member
 - Mrs. T. P. I. Padmini - Observer
- iv 20.12.2016 the Audit and Management Committee of the TVEC comprised of following members.
 - Dr. W. Hilary E. Silva - Committee Chairman
 - Mr. Buddhika Madihahewa - Member
 - Ms. R. D. R. Malani Peiris - Member
 - R. M. D. M. Kumari - Member
 - Mrs. T. P. I. Padmini - Observer

4.8 Legal Affairs

Amendment of the Act

The Tertiary and Vocational Education (TVE) Act was passed in 1990 and amended through the Act no. 50 of 1999. Action has been taken to include provisions for the judiciary powers and thereby to strengthen the Parliamentary Act enabling the TVEC to regulate registration of training institutions.

The bill drafted by the Legal Draftsman Committee was reviewed by the sub committee comprised of members of the Commission and the draft has been sent to the Ministry for further activities.

- 1) Dr. W. Hilary E. Silva - Director General
Sri Lanka Institute of Advanced Technological Education
- 2) Mr. D. Mahinda Gammanpila - Member
- 3) Mrs. R. A. D. R. Malani Peiris - Member

Accordingly, Dr Malini Peiris who chaired the Sub Committee mentioned above and Chairman of the Tertiary and Vocational Commission of Sri Lanka (TVEC) Prof. Rajiva Wijesinha, held discussions with the Hon. Minister and Secretary of the Ministry on the contents of the draft and it will be submitted to the Legal Draftsman's Department.

Actions taken against institutions that are not registered with the TVEC

The TVEC has taken necessary action against institutions in order to register them with the TVEC. Accordingly, advertisements appeared in newspapers with regard to unregistered institutions which were identified and letters sent to those institutions to make them aware on registration. In 2016, twenty eight (28) letters were sent to such institutions and as a result twenty (20) institutions responded positively.

Action taken against institutions that have not utilized grants appropriately:

The TVEC has decided to take legal action against those training institutions in the private and NGO sectors that have not taken action 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. The following institutions are taking steps to settle the issue by calling the mediation board.

- 1) ASC Technical Training School – Giriulla
- 2) St. Joseph Technical Training Institute – Trincomalee
- 3) Samadi Community Development Foundation – Matara
- 4) Sri Sobhitha Vocational Training Institute – Bibile
- 5) H/Kawantissa Vocational Training Centre – Tissamaharama
- 6) SANASA Information Technology and Management Education Institute - Kuliyaipitiya

The ASC Technical Training School and St. Joseph Technical Training Institute have agreed to accredit the relevant courses. Samadhi Community Development Foundation and Sri Sobhitha Vocational Training Institute were called by the mediation board but did not participate. As such, a certificate of non-mediation has been issued and will be referred to the Attorney General's Department for legal action.

Conduct Inquiries

Since the TVEC is the regulatory body of the Technical and Vocational Education and Training (TVET) sector, relevant institutions, trainees and assessors have begun to lodge complaints against training institutions where issues exist in respective occupations training programmes. The TVEC had conducted inquiries impartially with relevant parties in order to resolve issues and reach a settlement. Accordingly actions were taken to conduct inquiries against four (04) such institutions in 2016.

Convening of Governing Board Meetings

The Assistant Director (Legal) serves as the Board Secretary as well and had been able to convene thirteen (13) Governing Board meetings during 2016.

5.0 Planning and Research Division

The Planning and Research division is responsible for giving effect to the general object no. 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”. 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
- Coordinate and 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

Planning and research division composed of eight (08) staff members in order to carry out the functions and programmes of it. This division composed of one (01) Director, Deputy Director, two (02) Assistant Directors, one (01) Development Officer, one (01) Computer Applications Assistant, one (01) Management Assistant and one (01) Office Assistant.

The Planning & Research division has been able to carry out the following programmes under each of aforementioned core activities in 2015:

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 purchase required machinery, equipment and tools in order to improve quality and labour market relevance of training courses. Through this programme, the relevant courses can be upgraded to the level of National Competency Standards (NCS) and be accredited at specified levels of National Vocational Qualifications (NVQ) framework and award competency certificates in the National Vocational Qualifications Framework.

Applications were called from the training institutions registered with the TVEC during the year under review. Accordingly selected training institutions were evaluated by the TVEC in order to award financial grants to those institutions. Table 5.1 depicts the details of financial grants awarded to public, private, NGO training institutions, and institutions provide training for vulnerable youth.

Table 5.1 – Details of Financial Grants - 2016

Sector	Allocations for the year 2016 (Rs. Mn.)		No. of courses approved for financial assistance	No. of institute	Approved fund (Rs. Mn)
	Estimated	Revised			
Public	1.4	0.8	-	-	-
Private & NGO	1.0	1.0	04	03	0.856
Institutions provide training for vulnerable youth	0.5	0.5	01	01	0.335
Total	2.9	2.1	05	04	1.391

Details of financial grants awarded to institutions given below separately.

5.1.1 Awarding of financial assistance to public sector training institutions

This scheme has been in continuous operation since 1999 more than 16 years. The objective of the scheme is to provide assistance to public training institutions for the procurement of required equipment, machinery and tools in order to implement training activities/ courses identified in Vocational Education and Training (VET) plans and Labour Market Bulletins prepared by the TVEC. Identified training courses are to be accredited as per the requirements of National Competency Standards and eventually awarding of NVQ qualification to trainees will also take place. It has been observed that the courses that were given financial grants in the past are maintaining the quality assurance of training in a satisfactory manner.

In 2016, training institutions that were operating outside the Ministry of Skills Development and Vocational Training were considered for awarding of financial grants. Accordingly, applications were called from those institutions outside the Ministry and out of the 14 applications received; training institutions operating under the provincial councils were given priority.

However, it was observed during the preliminary assessments that the courses which are conducted by these institutions have not reached the accreditation level. So it was decided to not to award the financial assistance for these institutions.

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

An allocation of Rs. 1.0 Mn was available for private and NGO sector training institutions in 2016 for the purpose of improving quality and labour market relevance of training programmes (as per the Revised Annual Implementation Plan). A total of 39 applications were received and 13 were physically evaluated for award of grants. Out of the evaluated applications, 03 were selected for awarding of grants in 2016.

Accordingly, it was able to award 85.68% of the total allocations for the year 2016. Table 5.2 provides details of institutions, courses and amounts of grants awarded for private and NGO sector institutes in 2016.

Table 5.2: Awarding of financial assistance to training institutions in the private and NGO sectors – 2016

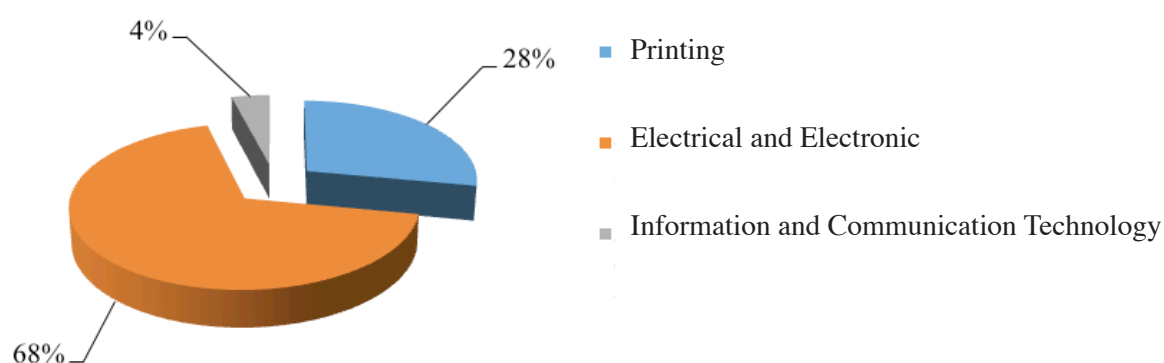
Details of institutes selected for awarding of financial assistance in 2016.

No	Training institute and address	Industry Sector	Training Course and NVQ Level	Approved amount (Rs.)
1.	Esoft Information and Communication Technology Education Institute. No 42, Nadunkulam Road, Puttalam	Printing	Computer Graphic Designer	238,000.00
		Information and Communication Technology	Computer Hardware Technician	35,560.00
2.	Job Care Technical Training Institute. No 69/1, Hospital Road, Senawatta, Aluthgama	Electrical and Electronic	Refrigerator and Air Condition Technician	63,350.00
3.	Egiyo Sirilak Relief Services Vocational Training Institute. Pothuwila, Payagala	Electrical and Electronic	Refrigerator and Air Condition	519,925.00
Total grant awarded Rs.				856,835.00

Table 5.3: Awarding of financial assistance to training institutions by industry sector (private & NGO sectors)

Industry sector	No. of courses	Amount approved (Rs.)	Percentage (%)
Printing	01	238,000.00	28%
Electrical and Electronic	02	583,275.00	68%
Information and Communication Technology	01	35,560.00	4%
Total	04	795,972.84	100%

Chart 5.1: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2016



Industry sector wise details of financial assistance awarded to training institutions are shown in the above table 5.3 and chart 5.1.

5.1.3 Awarding of financial assistance to promote training for vulnerable people

The purpose of this scheme is to promote training for vulnerable/disadvantaged youth of the country where the TVEC provides financial assistance to procure necessary equipment for training courses. Under this scheme, accreditation of training courses is not compulsory.

It is planned to award Rs. 10 Mn. in 2016 (as per the Revised Annual Implementation Plan).

In 2016, 0.5 million rupees is planned to awarded for this (According to the amended annual action plan).

Accordingly, one (01) training institution that is registered under the TVEC which provide one (01) course was awarded Rs. 0.335 Mn. of financial assistance in 2016. Through this scheme, it was able to disburse 67.02% of the total allocation.

Table 5.4: Awarding of financial assistance to training institutions that training for vulnerable/disadvantaged youth - 2016

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
1.	Information and Communication Technology Training Institute for Disable. No 385, J 3, Old Kotte Road, Rajagiriya.	Public	Information and Communication Technology	Information and Communication Technology Certificate Course	335,100.00
Total grant approved Rs.					335,100.00

5.1.4 Monitoring of fund utilization

An annual programme has been implemented to check whether the grants recipients of public and private sector registered institutions utilized the grants for the agreed purposes.

This programme was implemented in 2015 as well to physically evaluate the training institutions that were given financial assistance in 2015 and was able to evaluate 16 courses of 12 institutions that were given financial assistance. To reduce the investigation costs, Steps have been taken to inspect the institutions in Batticaloa and Monaragala in collaboration with the Registration and Accreditation Division.

It was found by the evaluation that 83% courses in the private sector have been accredited to award NVQ. It was found that other courses were in progress for accreditation process. During the evaluation programme, it was found that 50% public sector courses have been accredited by the TVEC.

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. Under this programme, development of new VET plans and updating of previous VET plans are taking place. Up to 2016, twenty (20) VET Plans have been developed and fourteen (14) of them have been updated.

5.2.1 Preparation of new VET Plans

- **Environmental Protection sector**

The Committee that was appointed to evaluate the feasibility of developing a new VET Plan for environment sector recommended the development of a VET plan by considering the importance of this sector. Consultative support was obtained through the Department of Forest Development and Environmental Science of the University of Sri Jayewardenepura for the development of this VET Plan. Up to now, the draft VET plan has been completed and in this regard Rs. 690,098.50 was spent in 2016.



5.2.2 Reviewing and updating of VET plans

- **Information and Communication Technology Sector**

Under the reviewing and updating of VET plan, the VET plan for ICT industry sector was updated in the last quarter of 2016. Consultancy support was obtained through Infortec (Pvt) Ltd and consultancy fees of Rs. 2,396,800.00, where Rs. 479,360.00 was paid in 2016. It is planned to complete the report by early part of 2017.

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

In 2009, the TVEC commenced the development of geographic based Vocational Education and Training (VET) Plans in fulfilling provisions of the TVE Act No. 20 of 1990.

By end of 2015, preparation of provincial VET plans for Sabaragamuwa, Southern, North Western, Eastern, Northern, Uva, Central and North Central provinces have been completed. Development of Provincial VET plans which was initiated by the TVEC is a timely requirement for the country.

Development of the North Central province VET Plan was completed during the year 2016. Department of Economics and Statistics of the University of Peradeniya provided consultative assistance for the development work. As per the work plan a consultative payment of Rs. 297,300.00 was made to the University for the work done during 2016.

Table 5.5: Research Studies funded by Skills Development Project – 2016

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2016 (Rs.)	Amount to be spent in 2017 (Rs.)
1.	Study on how it will impact training instructors for the study and teaching purposes of Sri Lanka Technical Colleges and Training Centers	Department of Technical Education and Training	181,000.00	90,500.00	90,500.00
2.	Study of the contribution and impact of apprenticeship training and talent development of young generation in Sri Lanka	National Apprentice and Industrial Training Authority	100,250.00	-	100,250.00
3.	Study of the teaching – learning practices productivity of Vocational Training Centers owned by the Vocational Training Authority	Vocational Training Authority and Department of Technical Education and Training	200,000.00	100,000.00	100,000.00
4.	Evaluation of industrial training centers belonging to the model factories	National Apprentice and Industrial Training Authority	190,000.00	95,000.00	95,000.00
5.	Study of the use of National Vocational Qualifications by the private sector as a qualification (hotel and tourism sector)	Tertiary and Vocational Education Commission	188,000.00	-	188,000.00
6.	Study of the orientation of GCE (O / L) and GCE (A / L) students towards vocational training	Tertiary and Vocational Education Commission	195,000.00	-	195,000.00
7.	Study on how it will impact the accreditation of Training institutions which provide courses in civil engineering of the Department of Technical Education and Training, by improving the teaching-learning functions.	Department of Technical Education and Training and Tertiary and Vocational Education Commission	172,500.00	-	172,500.00
8.	Impact of the Quality Management Systems in Teaching-learning activities of the Colleges of Technology and Technical Colleges in Sri Lanka.	Department of Technical Education and Training	141,570.00	70,785.00	70,785.00
9.	Analyzing the acquisition of National Vocational Qualifications through prior knowledge testing	National Apprentice and Industrial Training Authority	201,000.00	100,500.00	100,500.00

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2016 (Rs.)	Amount to be spent in 2017 (Rs.)
10.	Study on performance-based compensation recognition method for technical and vocational education training advisors	Skills Sector Development (SSDP)	135,300.00	67,650.00	67,650.00
11.	Impact of Website Effective Elements for a Productive and Beneficial Website for the Technical and Vocational Education Commission	Tertiary and Vocational Education Commission and Ministry	166,500.00	-	166,500.00
12.	Study of skills development in selected traditional brass industry	Tertiary and Vocational Education Commission and Skills Sector Development (SSDP)	155,000.00	77,500.00	77,500.00
Total			2,026,120.00	601,935.00	1,424,185.00

As per the above figures, Rs. 0.602 Mn was spent for research studies which commenced in 2016. Accordingly, the TVEC was able to spend 29.7% of the total approved allocation. The balance amount is to be disbursed among the study teams subject to the completion and submission of research studies.

In the year 2016 One research study was started under the government treasury funds. The details are given below in Table 5.6.

Table 5.6: New Research Studies – 2016

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2015 (Rs.)	Amount to be spent in 2016 (Rs.)
1.	To study the appropriateness of the advisors in the field of technical and vocational education training in Sri Lanka	Tertiary and Vocational Education Commission	800,000.00	237,040.00	562,960.00

5.3.2 Conducting Research Workshops

Two workshops are held for the researchers with the aim of formalizing the research affairs in the technological and vocational training field. In 2016, Rs. 255, 978.00 has been spent for that.

6.0 Registration, Accreditation and Quality Management Systems Division

As per the provisions of the Tertiary and Vocational Education Act No. 20 of 1990 and the policy guidelines set out in the 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, Standards and Accreditation division of the TVEC implements following three (03) activities/ programmes:

1. Registration of vocational training institutions
2. Accreditation of training courses – providing NVQ certificates
3. Establish quality management systems division and certification

In order to carry out programmes and activities of the division, nine (09) officers including a Director, one (01) Deputy Director, three (03) Assistant Directors, one (01) Development Officer, one (01) programme coordinating officer, one (01) Management Assistants, and one (01) Office Assistant were in service during 2016.

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) and all kind of vocational training institutes of the country should registered in TVEC.

The minimum infrastructure facilities of the institutions required for registration such as the training equipment, the qualifications of the instructors, the method of training provided, the adequacy of the courses to be assessed and accordingly to be registered for two years in accordance to conformities, and subsequently the Commission will grant the registration.

As per the Annual Implementation Plan of 2016, the TVEC was expected to evaluate 385 new institutions for registration and it was able to evaluate 325 institutes.

Table i: Registration of institutes (New)

2016	No. of institutions
Target	385
Registered amount	325

As 325 institutes out of 385 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.

Table ii : Data of registered training institutions by ownership during 2016.

Type of Institute	Amount
Public sector	60
Statutory bodies/corporations	13
Non-Governmental Organizations	18
Private sector	102
Total	103

Table iii - Compared to 2015, the number of institutions which have obtained the new registration in 2016.

Type of Institute	2015	2016
Public	35	60
Statutory bodies/corporations	18	13
Non-Governmental Organizations	04	18
Private sector	95	102
Total	152	193

The Table (iii) indicates that there is an incensement of 27% in year 2016 than 2015.

In addition, table no.4 explains the details of the number of institutes which updated its registration. In addition, the number of institutions which have updated registration is 355 and the table (iv) indicate it as follows.

Table iv:

2016	No. of institutions
Target	400
The number of updated registrations	355

Table (v) indicate the number of institutions which updated the registration in 2016 compared to 2015.

Table v:

Institute	Updated amount
1. Public	52
2. Statutory bodies/Corporations	108
3. Non-Governmental Organizations	26
4. Private	150
	<u>336</u>

6.2 Accreditation of courses – Providing NVQ Certificates

National Vocational Qualifications (NVQ) Framework of Sri Lanka was introduced in 2004. The primary purpose of accreditation programme was to upgrade the standard of courses delivered by registered training institutions in the country.

Accredited courses are only eligible for NVQ certification and training and education should be provided in accordance to the Skills package curriculum applicable to the National Competency Standard.

Table shown below gives details of total number of accredited courses by 2016.

Table vi: 2016

Expected Target	475
The number of courses which can be accredited.	527

Here, the TVEC exceeded the expected target amount of accreditation of courses.

The accreditation of courses in government sector is increased up to 1876 and the accreditation of courses in private and non-governmental organizations is increased up to 783.

According to that, 2659 courses have been accredited and are qualified to award NVQ at the end of 2016.

Certification process issued by Registered Vocational Training Institutes

It is required for foreign employment seekers to validate the certificates issued by vocational training institutes and Documents validated and issued to the Ministry of Foreign Affairs exceeds more than 2400. The registration and details of the vocational training institute will be mentioned in this document.

In addition, 457 such validated documents have been issued in 2016 for the recruitment of state institutions.

6.3 Process to establish Quality Management System (QMS) in training institutions registered with the TVEC and Certification.

The table vii depicts the details of 39 training institutions which have been audited externally two times and found to be suitable for awarding of QMS certificate on successful completion of audits during 2016. This certificate is valid for a period of three (03) years from the date of award.

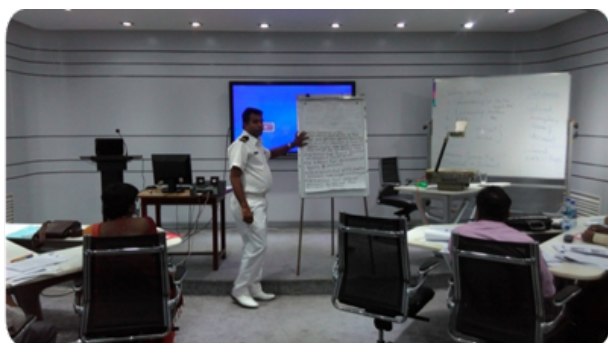
	Name of Vocational Training Institute	Date of issued	Date of expired
	Vocational Training Authority of Sri Lanka		
1.	Vocational Training Centre - Matara	10/08/2016	09/08/2019
2.	Vocational Training Centre - Minneriya	26/01/2016	25/01/2019
3.	Vocational Training Centre - Kandy	11/05/2016	25/01/2019
4.	Vocational Training Centre - Matale	30/08/2016	29/08/2019
5.	Vocational Training Centre - Pannipitiya	01/12/2016	30/11/2019
6.	Vocational Training Centre - Monaragala	21/12/2016	20/12/2019
7.	Vocational Training Centre - Yakkala	21/12/2016	20/12/2019
8.	Vocational Training Centre - Wellawaya	21/12/2016	20/12/2019
	Department of Technical Education and Training		
9.	Technical College - Beliatta	08/03/2016	07/03/2019
10.	Technical College - Wariyapola	08/03/2016	07/03/2019
11.	Technical College - Anamaduwa	08/03/2016	07/03/2019
12.	Technical College - Matale	08/03/2016	07/03/2019
13.	Technical College - Warakapola	01/07/2016	30/06/2019
14.	Technical College - Bambalapitiya	01/07/2016	30/06/2019
15.	Technical College - Batticaloa	01/07/2016	30/06/2019
16.	Technical College - Katugastota	01/08/2016	31/07/2019
17.	Technical College - Kalutara	05/10/2016	04/10/2019
18.	Technical College - Nuwaraeliya	05/10/2016	04/10/2019
19.	Technical College - Jaffna	01/12/2016	30/11/2019
20.	Technical College - Akkaraipattu	01/12/2016	30/11/2019

	Name of Vocational Training Institute	Date of issued	Date of expired
21.	Technical College - Sammanthurai	01/12/2016	30/11/2019
22.	Technical College - Weerawila	01/12/2016	30/11/2019
	National Youth Services Council		
23.	National Youth Services Council - Panadura	26/01/2016	25/01/2019
24.	National Youth Services Council - Rathmalana	06/04/2016	05/04/2019
25.	National Youth Services Council - Maharagama	08/06/2016	07/06/2019
26.	National Youth Services Council - Kolonnawa	20/07/2016	19/07/2019
	Sri Lanka School of Agriculture		
27.	School of Agriculture - Bibila	02/04/2016	01/04/2019
28.	School of Agriculture - Labuduwa	11/05/2016	10/05/2019
29.	School of Agriculture - Palamunai	29/07/2016	28/07/2019
	University Colleges		
30.	University Colleges - Rathmalana	01/12/2016	30/11/2017
31.	University Colleges - Kuliyaipitiya	01/12/2016	30/11/2017
	Mahaweli Development Authority		
32.	Agriculture Management Training Centre - Nawamedagama	26/01/2016	25/01/2019
	Private Vocational Training Institutes		
33.	Roots Hair & Beauty Salon and Academy (Pvt) & Ltd -Colombo 04	08/03/2016	07/03/2019
34.	Aquinas College of Higher Studies – Colombo 08	01/07/2016	30/06/2019
35.	Vivekananda College of Technology - Batticaloa	10/10/2016	09/10/2019
36.	International Academy of Beauticians (Pvt) & Ltd - Nugegoda	10/10/2016	09/10/2019
37.	Texas National Montessori and Teacher Training Centre - Colombo 05	10/10/2016	09/10/2019
	Other State and Non-Governmental Organizations		
38.	Sri Lanka Forestry Institute – Moonplane, Nuwaraeliya	06/04/2016	05/04/2019
39.	Ocean University - Tangalle	01/12/2016	30/11/2019

In addition, fifteen (15) one day workshop on “Awareness of Quality Management System (QMS)” were conducted by TVEC. In 2016, 450 participants were made them aware on QMS.



In addition, the Commission has conducted two programs for internal quality audits. 70 staff members have participated in this. Further, more than 70% marks should be obtained. A recognized certificate will be awarded for those who successfully complete.



In 2016, one officer (Lead Auditor) qualified from the Sri Lanka Standards Institution. At present, there is a requirement for professional accountants and therefore, 25 auditors of the QMS Audit Forum are in active service. Further officers will also be trained for the same purpose.

Other activities implemented by this division

NVQ certification for NVQ Level 5 and 6 has been introduced with a new look. The certification was received by the Commission for the successful renewal of the certification process for ISO: 9001: 2015 for the Commission.



In the year 2016, amount of money earned through the registration of institutions and course accreditations related activities by the Commission is as follows.

Table 8:

Registration fee income	- Rs. 1,850,500/-
Accreditation fee income	- Rs. 1,881,900/-
Student Record books	- Rs. 3,296,275/-
Issuing certificates for QMS	- Rs. 1,490,000/-
Total income	<u><u>Rs. 8,518,075/-</u></u>

This amount has been credited to the Treasury.

7.0 National Competency Standard, Curricula and National Vocational Qualifications Division

7.1 Developed National Competency Standards in 2016:

7.1.1 New National Competency Standards which is prepared including the curriculum

i. NVQ Level 1- 4

- Mobile Phone Repairing Craftsman
- Introduction to provide protection and counselling
- Introduction to Office Work
- Information Communication Technology for Fresher's
- Elder Care Assistant

ii. NVQ Level 5/6

- Diploma in working Mathematically in Education
- Service Sector Education
- Technical and Vocational Education Centre Management
- Technology and Education

7.1.2

i New National Competency Standards which are made to the NVQ levels 1-4.

- Security and Surveillance System Technician
- Upholster
- Fireman
- ICT Technician (Vision Impaired)
- Bio medical technician
- General Child Care
- Tea Factory Officer
- Field Officer – Tea
- Diesel Engine Mechanic

ii. New National Competency Standards which are made to the NVQ levels 5-6.

- Sports Science

7.1.3

i. New Curricula for NVQ level 1-4

- Life Guard

7.2 Following NCS have been updated and the TVEC had endorsed them as national documents.

7.2.1 National Competency Standards which is prepared including curricula to the NVQ level 1-4

- Basic Skills in Plumbing
- Vehicle Wheel Alignment Technician
- Introduction to Carpentry for construction

- Food and Beverage Service (Steward Assistant)
- Room Attendant
- Welding technician
- Care Giver
- Combine Harvester Operator
- Four Wheel Tractor Operator
- Outboard Motor Mechanic
- Bakery
- Bartender
- Assistant Cook
- Logistics Assistant
- Assistant Front of house
- Masonry

7.2.2 Updated National Competency Standards made to the NVQ level 1-4

- Automobile Electrician
- Motorcycle Mechanic
- Three Wheeler Technician
- Metals Technician (Manual Metal Arc)
- Radio, TV and Allied equipment repair

7.2.3 Updated Curricula

- Designer

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

7.3.1 Following National Competency Standards including Curricula that have been translated to Sinhala language.

- Introduction to care and counselling
- Basic Skills in Plumbing
- Vehicle Wheel Alignment Technician
- Introduction to Office Work
- Introduction to Carpentry for Construction
- Food & Beverage Services
- Room Attendant
- General Child Care
- Field Assistant (Agriculture)

7.3.2 National Competency Standards that have been translated to Sinhala language

- Bakery (Updated)

7.3.3 Curricula that have been translated to Sinhala language

- Field Officer -Rubber
- Welding technician

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

7.4.1 National Competency Standards including Curricula that have been translated to Tamil language

- Basic Skills in Plumbing
- Introduction to Carpentry for Construction
- Introduction to care and counselling
- Introduction to Office Work
- Vehicle Wheel Alignment Technician
- Food & Beverage Services
- Room Attendant

7.4.2 National Competency Standards that have been translated to Tamil language

- Electrical Appliance maintenance technician
- Construction site supervisor
- Housekeeping Assistance
- Plant Nursery Development Assistant
- Mobile Phone Repairer
- Wood Carving Artist
- Handloom Craftsman
- Fitter (General)
- Security and Surveillance System Technician
- First Aider
- Book Binder
- Industrial Electronic Craftsman
- Fabric cutter
- Receptionist
- Super market service assistant

7.4.3 Curricula that have been translated to Tamil language

- Survey Field Assistant
- Clerk
- Chef
- Basic vocational skills
- Nursing Assistant
- Waiter/Steward
- Industrial Electronic Craftsman
- Book Binder
- Fabric cutter
- Receptionist
- Super market service assistant

7.5 Following National Competency Standards including Curricula that have been translated to English language.

7.5.1 National Competency Standards that have been translated to English language

- Landscaping Development Assistant

7.5.2 Curricula that have been translated to English language

- Carpenter
- Industrial Plumber
- Construction Craftsman
- Aluminum Fabricator

7.6 Awarding of NVQ for those who follow Non-NVQ courses

7.6.1 Award equivalent NVQ certificates for those who have already obtained following non- NVQ certificates.

Course Name	National Vocational Qualification Level	No. of certificates issued
National Certificate in Technology (Civil Engineering)	Level 5	27
National Certificate in Technology (Mechanical Engineering)	Level 5	13
National Certificate in Technology (Electrical and Electronic Engineering)	Level 5	14
National Certificate in Technology (Quantity Surveyor)	Level 5	08
National Certificate in Industrial Technology	Level 5	14
National Diploma in Information Communication Technology	Level 5	50
National Diploma in Engineering Science	Level 6	08

7.6.2 78 recipients of National Diploma Certificates with experience were issued Letters in accordance with the provisions of the Public Administration Circular.

8. Quality Assurance and Assessment Regulations Division

8.1 Introduction.

Quality Assurance and Assessment Regulations Division was established by the Commission in July, 2016 combining National Vocational Qualifications division and NVQ certificate division. Sector skills development fund provided the financial contribution for the establishment of the unit.

Quality Assurance and Assessment Regulations division composed of one (01) Director, Deputy Director, four (04) Assistant Directors, two (02) Programme Coordinating Officers, one (01) Development Officer, three (03) Computer Applications Assistants and three (03) Management Assistants. Following duties performed by this division.

8.2 Implement and monitor NVQ framework.

8.2.1 Conduct inter-agency NVQ steering committee meetings.

Inter-agency steering committee was established in 2004 with the aim to identify issues arising from the implementation of NVQ framework and provide feasible solutions in order to rectify the identified issues. This committee is headed by the Director General of the TVEC and the members are the heads of main public training institutes under the Ministry and senior managers thereof.

8.2.2 Maintain the Registry of Competency Based Assessors.

8.2.2.1 Preparation of forecast report on required number of assessors

A forecast report has been prepared by this unit, considering number of National Competency Standards developed, number of assessors registered with the TVEC by end of 2015, and geographical dispersion of those assessors.

8.2.2.2 Conducting interviews to select suitable persons to train as Competency Based Assessors.

Applicants are required to apply for registration personally by using the specific format prepared by the TVEC. Applicants can submit their request at any time during the year and applications received will be scrutinized for selecting suitable persons through the interview panels appointed by the TVEC.

Interview panels comprised of members who have gained experience and expertise in the respective occupations. In the year under review, it was planned to conduct interviews in 8 days and however 13 days were spent for conducting interview in order to meet the requirements.

8.2.3 Conduct Assessor training programmes and provide facilities.

During 2016, eight (08) training programmes were conducted and the details are as follows:

	No. of participants
• 77th Group	30
• 78th Group	27
• 79th Group	21
• 80th Group	31
• 81st Group	29
• 82nd Group	34
• 83rd Group	32
• 84th Group	29
Total no. of assessors included in the registry	233

8.2.4 Issuance of license to assessors

A programme has been implemented by the TVEC for issuing of license to assessors on the recommendation of the interview panel, subject to the eligibility of the written examination. A written examination was held on 03rd October 2015 and 261 assessors appeared for this examination. At the conclusion of interviews, 101 qualified and approved Officials were conferred as assessors by the Minister of Skills Development and Vocational Training, Mahinda Samarasinghe, in November 2016.

8.2.5 Follow up initiatives to conduct Competency Based Assessment.

Three functions performed under this.

- Granting approval to conduct competency based assessments in private sector training institutions
- Granting approval to conduct competency based assessments in public sector training institutions
- Conduct progress review meetings

8.2.6 Granting approval to conduct competency based assessments in private sector training institutions.

Registered private/NGO institutions can award NVQ certificates for their students subject to successful completion of training and final assessment in the respective accredited course/s and stipulated NVQ level/s therein.

Institutions are required to obtain approval from the TVEC to conduct pre and final assessment in the respective occupation/s. Assessment unit of the TVEC grants approval to the institute after the fulfillment of criteria for conducting assessment, and appoints assessors from the assessor registry. Thereafter, institutions are required to organize assessment activities while ensuring proper coordination with students and assessors. During 2016, 657 requests have been received from the private/NGO training institutions. Although the target of the year 2016 was 420, the reason for the increase in requests may be due to the popularity of NVQ among students and the society.

8.2.7 Grant approval to conduct assessment in the public training institutions.

In addition 8.2.6, Assessment unit of the TVEC also carries out activities to grant approval to conduct assessment in the public training institutions. During the year under review, this unit was able to give 3,101 such approvals to institutions which come under the line Ministry and other public training institutions. The details of institutions are as follows:

Institutions which come under the line Ministry.

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

Institutions which not come under the line Ministry.

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

In addition to the above route for obtaining NVQ certificate, another route which is known as “Recognition of Prior Learning (RPL)” is available in Sri Lanka in order to obtain NVQ certificate. Through this route, persons who have acquired skills in their respective trades can make request to appear for the assessment.

At present, the TVEC has given authority to the following institutions for conducting RPL assessment

- National Apprentice and Industrial Training Authority (NAITA)
- Sri Lanka Vocational Training Authority (VTA)

There was a strong demand for request of assessment from the public training institutions during the year under review and it increased by much more than targeted. In 2016, it was planned to grant approval for 2,600 requests and was able to grant approval for 3,101 such requests.

The followings may be considered as reasons for the significant increase in requests of assessment

- NVQ is compulsory for workers who depart for foreign employment
- Announcement by the Ministry of Public Administration on NVQ to the Ministries/ departments when recruiting individuals and granting promotions
- Popularity of NVQ among the society

8.2.8 Conduct progress review meetings on RPL.

Although it was planned to conduct two (02) during the year under review, the assessment unit was able to conduct three (03) meetings. During these meetings, issues on RPL route and challenges faced in this connection were discussed with the officers of NAITA. In addition, two (02) meetings were conducted with the officers of Sri Lanka Bureau of Foreign Employment. A special training course is being conducted at training centres function across the country under the Bureau for workers who seek foreign employment as “Domestic Housekeeping Assistant”. The final assessment will be conducted after the completion of training in order to award NVQ certificates. It is noted that the above mentioned programme had not been initiated for too long with the Bureau and as such the officers of the Bureau did not have much knowledge of the training programme and assessment. As a result of these, two (02) meetings were arranged with officers of the Bureau in order to discuss and resolve issues, which were arose during the year under review.

8.2.9 Ensure the consistency of competency based assessments.

8.2.9.1 Conduct workshops to update knowledge of assessors to ensure the consistency of competency based assessments.

With the aim to ensure the consistency of competency based assessment, it was planned to conduct five (05) workshops during the year under review. The competency based assessment started in 2005 and training of assessors also commenced in the same year. A requirement has arisen to update the knowledge of a few assessors. At the same time, it is required to discuss with assessors on problems which arose during the assessment. Due to these reasons, a number of assessors have already made written requests to the TVEC to organize a meeting with all assessors in the respective occupations. The TVEC was able to conduct five (05) workshops as per the geographical location of assessors in 2016, by considering the abovementioned reasons and the details of workshops held are as follows:

- 2016.02.25 - Group of North Central Province, College of Technology, Anuradhapura
- 2016.03.30 - Group of Eastern Province, Hadi College Auditorium, Ampara
- 2016.08.04 - Group of Southern Province, College of Technology, Matara
- 2016.08.11 - Group of Uva Province, College of Technology, Badulla
- 2016.11.10 - Vocational workshop for Beauty culture - Ministry Auditorium
 Vocational workshop for hairdressing - Ministry Auditorium
 Vocational workshop for sawing technician - Commission Auditorium
 Vocational workshop for fashion designing technology - Commission Auditorium

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

Audits were conducted at 22 institutions by the assessment unit of the TVEC to check whether assessment activities have been carried in accordance to the guideline and instructions on assessment, in 2016.

8.11 Conduct inquiries

Inquiries were not conducted during 2016 as no complaints were received.

8.12 Conduct assessment and written examination in the hairdressing and beauty culture occupations

8.12.1 Conduct written examination in the hairdressing and beauty culture occupations

During the month of 2015, this unit was able to conduct written examinations in the hairdressing and beauty culture occupations by publishing newspaper advertisements and thereby calling applications from candidates.

Sector	No. of Applications
Hairdressing and beauty culture	2524

As per the results of the examination held in June 2016, 87.81% had passed in the beautician occupation whereas only 64.09% had passed in the hairdresser occupation.

8.13 Payment for assessors

Assessors' payment and their transport allowance have been paid for by the assessment unit of the TVEC for the assessments conducted at the following institutions, which come under the line Ministry.

- Department of Technical Education and Training
- Vocational Training Authority of Sri Lanka (for competency based training courses)
- National Apprentice and Industrial Training Authority (for competency based training courses)
- National Youth Services Council

Under this account, a total of 3042 vouchers submitted by the assessors have been certified and forwarded to the accounts division by this unit. The total value of these vouchers is Rs. 24,879,958.50.

8.14 Issuing of NVQ certificates

During 2016, TVEC has been able to print and distribute 47,017 NVQ certificates, details of which of which are given in table below.

Table 8.14.1 NVQ certificate holders and number of certificates issued by institutes – 2016

Institution	Number of certificate holders			Number of certificates		
	CBT	RPL	Total	CBT	RPL	Total
Department of Technical Education and Training	3425	-	3425	4169	-	4169
National Apprentice and Industrial Training Authority	3048	6931	9969	3380	7802	11182
Vocational Training Authority	13351	930	14271	16289	1228	17517
National Youth Services Council	1650	-	1650	1957	-	1957
Private institutes and other government institutes	10415	-	10415	12192	-	12192
Total	31889	7861	39592	37987	9030	47017

Source: Certificate database of the TVEC

During 2016, details of print and distribute 47,017 by NVQ levels.

Table 8.14.2:

Institution	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Number of certificates
National Apprentice and Industrial Training Authority	6	1033	6449	3694	-	-	11182
Department of Technical Education and Training	9	350	1971	1388	445	-	4163
National Youth Services Council	9	355	920	673	-	-	1957
Vocational Training Authority	69	1854	10933	4519	145	-	17520
Private institutes	2565	998	6410	2190	29	-	12192
Total	2658	4238	26683	21464	619	0	47014

Source: Certificate database of the TVEC

In addition to the above, TVEC has reprinted 513 NVQ certificates in 2016 details of which are given below.

Table 8.14.3:

Type	No. of Certificates
Re-printed certificates by reason of printing error	510
Duplicate certificates for misplaced certificates	3
Total	513

No. of Certificates Printed – Private/NGO sector Vocational Training Institutes – 2016

Table 8.14.4:

Institute Type	Institute	Certificates Issued
Government	IN3 - NYSC	1957
Government	IN1 - NAITA	11182
Government	IN2 - DTET	4169
Government	IN4 - VTA	17517
Total - gov	-	34825
Private	P01/0223 - Prima Group, Sri Lanka	189
Private	P01/0247 - Technique International (Pvt) Ltd	13
Private	P01/0274 - Technology & Computer Training Institute (Pvt) Ltd.	18
Private	P01/0325 - Ramani Arsecularatne International Academy	42
Private	P01/0345 - Creative Academy	42
Private	P01/0391 - Ranjana Salon & Academy	1
Private	P01/0499 - Swini School of Health and Beauty	6
Private	P01/0530 - Sri Lanka Bureau of Foreign Employment	17
Private	P02/0205 - National Youth Corps	71
Private	P02/0240 - Thirani Peiris International Academy of Beauty (Pvt) Ltd	15
Private	P02/0271 - Al-Zaamil Lanka Training Centre	13
Private	P02/0279 - Kusum Sri Dress Line	5
Private	P05/0100 - National Youth Corps	41
Private	P07/0075 - Balangoda Information Technology Centre	10
Private	P07/0093 - JNN Academy	19
Private	P07/0098 - Zonal Computer Resource Center , Balangoda	6
Private	P08/0053 - Department of Industries Development (SG . PC)	7
Private	P08/0065 - National Youth Corps	44
Private	P09/0086 - Department of Industrial Development and Enterprise Promotio	3
Private	P09/0173 - National Youth Corps	56
Private	P11/0034 - Thondaman Vocational Training Centre	109
Private	P12/0119 - International Computer School	36
Private	P14/0077 - Horticulture Crops Training and Development Institute, Bibil	13
Private	P15/0025 - St. Anthony's Technical Institiute	67
Private	P16/0067 - Rajarata Women's Foundation	4
Private	P16/0089 - National Youth Corps	91
Private	P19/0019 - Kinniya Institute of Industrial Technologies	47
Private	P20/0026 - St. Johns Vocational Training Centre	54
Private	P01/0176 - District Agriculture Training Centre (Homagama)	44
Private	P01/0259 - Decimal Garment & Technology	3
Private	P01/0308 - Frills Baking, Cooking & Confectionary Training Centre	16
Private	P01/0526 - Lanka Ashok Leyland Training Institute	15
Private	P02/0104 - Technology & Computer Training Institute (Pvt) Ltd.	45

Institute Type	Institute	Certificates Issued
Private	P02/0202 - Beetaacom Multimedia & Computer Studies	12
Private	P05/0041 - Siri Rewatha Vocational Training Centre	9
Private	P06/0019 - District Agriculture Training Center, Weerawila	16
Private	P06/0064 - Asiri I.C.T.A. Centre	31
Private	P09/0131 - Department of National Botanical Gardens	14
Private	P09/0155 - Sri Lanka Bureau of Foreign Employment	223
Private	P11/0027 - Gamini Dissanayake Foundation	78
Private	P11/0052 - Department of Agriculture (Central Province)	34
Private	P12/0104 - Siyasi Academy	57
Private	P12/0122 - Seth Sevana Nursing School (Pvt) Ltd.	63
Private	P12/0133 - New Institute of Nursing Education	18
Private	P13/0055 - Ayona Adikari Salon and Academy	17
Private	P14/0074 - National Youth Corps	50
Private	P16/0088 - Sri Lanka Bureau of Foreign Employment	40
Private	P24/0013 - Don Bosco Technical Institute	73
Private	P01/0266 - Navodha Computer Technology	10
Private	P01/0358 - Advanced Construction Training Academy	14
Private	P01/0541 - Kariyakarawana Training Institute	5
Private	P02/0073 - Diyagala Boys Town	4
Private	P02/0078 - District Agriculture Training Centre (Ambepussa)	22
Private	P02/0084 - MDP Computer Training Institute	58
Private	P02/0156 - Realway Institute of Information Technology	8
Private	P02/0170 - Unishare Computer School	55
Private	P02/0195 - Trade Training School, Sri Lanka Air Force Section	4
Private	P02/0260 - Liya Sewana Sewing & Handicraft Institute	36
Private	P02/0273 - Sri Lanka Bureau of Foreign Employment	34
Private	P03/0046 - St. Vincent's Technical School	7
Private	P03/0048 - Juliston Lanka International (Pvt) Ltd	60
Private	P03/0091 - National Youth Corps	84
Private	P06/0040 - Sri Kawantissa Vocational Training Centre	29
Private	P07/0043 - Institute of Professional Computer Studies	95
Private	P09/0164 - Department of Industrial Development and Enterprise Promotio	4
Private	P10/0062 - Department of Agriculture (Central Province)	38
Private	P11/0029 - Department of Industrial Development and Enterprise Promotio	3
Private	P11/0044 - National Youth Corps	57
Private	P12/0076 - Microcom Institute of Technology	95
Private	P12/0145 - Don Bosco Vocational Training Centre	46
Private	P12/0152 - Institute of Sanasa Information Technology	20
Private	P12/0156 - National Youth Corps	127

Institute Type	Institute	Certificates Issued
Private	P13/0030 - TECVITHANIK	98
Private	P14/0073 - National Youth Corps	127
Private	P18/0054 - Sri Lanka Bureau of Foreign Employment	13
Private	P19/0040 - National Youth Corps	67
Private	P20/0035 - Royal Computer Centre	162
Private	P25/0026 - Jaffna College Institute of Agriculture	43
Private	P25/0055 - DIMO Automobile Training School	9
Private	P01/0253 - International Academy of Beauticians (Pvt) Ltd	15
Private	P01/0312 - Texas National Montessori and Teacher Training Centre	12
Private	P01/0426 - Ocean University of Sri Lanka	12
Private	P01/0540 - South Asian International Institute of Higher Education (pvt	19
Private	P02/0204 - National Youth Corps	158
Private	P02/0237 - Ocean University of Sri Lanka	7
Private	P02/0261 - Jinasena Innovation and Technology Institute	66
Private	P03/0105 - Zonal Computer Resource Center - Kalutara	22
Private	P05/0106 - National Youth Corps	51
Private	P06/0072 - National Youth Corps	67
Private	P09/0016 - Cholankanda Youth Training Centre	36
Private	P09/0158 - National Youth Corps	202
Private	P09/0167 - Dental Care International	13
Private	P12/0092 - Wayamba Technical College (Private)	467
Private	P13/0051 - National Youth Corps	65
Private	P16/0041 - SOS Children's Villages-Sri Lanka	36
Private	P16/0086 - National Youth Corps	50
Private	P19/0041 - Infogate Institute	139
Private	P20/0036 - Miani Technical Institute	171
Private	P20/0081 - Zonal Computer Resource Centre - Kalkudha	13
Private	P25/0014 - Jaffna College Institute of Technology	11
Private	P01/0161 - Sri Lanka German Railway Technical Training Center	145
Private	P01/0221 - Institute of Drafting Technologists Sri Lanka	19
Private	P01/0513 - Thirani Peiris International Academy of Beauty (Pvt) Ltd	36
Private	P01/0618 - Zonal ICT Education Centre	4
Private	P02/0077 - District Agriculture Training Centre (Walpita)	47
Private	P02/0123 - S. M. I. Professional Nurses Training Institute	39
Private	P02/0182 - Jayani Hair/Beauty & Bridel Dressing Teaching Academy	64
Private	P02/0193 - Buddhi Special Education Development Foundation	6
Private	P02/0215 - National Youth Corps	127
Private	P02/0236 - Jayani Hair/Beauty & Bridel Dressing Teaching Acaedamy	45
Private	P03/0099 - Sri Lanka Bureau of Foreign Employment	121
Private	P04/0071 - NKI Computer Training Institute	20

Institute Type	Institute	Certificates Issued
Private	P04/0105 - Lideke Wery Educational Institute	37
Private	P04/0136 - ISF Hotel School	37
Private	P06/0073 - National Youth Corps	43
Private	P06/0076 - Ocean University of Sri Lanka	76
Private	P07/0064 - SIT Sri Lanka Institute of Computer Technology (Pvt) Ltd	34
Private	P07/0087 - National Youth Corps	58
Private	P08/0080 - Zonal Computer Resource Center - Mawanella	27
Private	P09/0156 - National Youth Corps	52
Private	P10/0056 - National Youth Corps	181
Private	P10/0058 - National Youth Corps	81
Private	P11/0043 - National Youth Corps	79
Private	P12/0148 - Decimal Garment and Technology	7
Private	P12/0177 - Vision Technical Academy	6
Private	P16/0076 - Nenasa Computer Institute	65
Private	P19/0038 - Ocean University of Sri Lanka	7
Private	P19/0052 - Computer Resource Center (Trincomalee)	67
Private	P19/0053 - Zonal Computer Resource Centre	17
Private	P01/0102 - Sasika Dress Line	7
Private	P01/0131 - Sri Lanka Institute of Printing	5
Private	P01/0213 - Asia Lanka Vocational and International Training Centre	107
Private	P01/0240 - Little Buds	54
Private	P01/0311 - Skills Training And Management (Pvt) Ltd	12
Private	P01/0406 - Ramani Fernando Training (Pvt) Ltd	13
Private	P01/0524 - Sri Lanka Bureau of Foreign Employment	310
Private	P01/0535 - Future Links Institute of Technological Studies (Pvt) Ltd	14
Private	P01/0634 - Sheela Fernando Academy and Salon Sheela	14
Private	P02/0021 - Diesel & Motor Engineering PLC	21
Private	P02/0045 - Don Bosco Technical Centre	293
Private	P02/0152 - Ranliya Institute (Pvt) Ltd.	13
Private	P02/0217 - Metropolitan Institute of Business and Computing	33
Private	P02/0286 - Infinite Computer Education Institute	6
Private	P03/0040 - District Agricultural Training Centre	54
Private	P03/0085 - Nature Volunteers Association	23
Private	P03/0097 - Southern Lakma Hotel School and Beauty Hair Academy	24
Private	P04/0011 - Department of Agriculture	10
Private	P09/0091 - Sunethra Hair & Beauty Academy	69
Private	P12/0127 - Orient Academy	6
Private	P12/0151 - National Youth Corps	98
Private	P12/0197 - Zonal Computer Resource Centre, Kurunegala.	9
Private	P13/0054 - John Paul II Institute of Higher Education	77
Private	P15/0028 - SOS Children's Villages Sri Lanka	124

Institute Type	Institute	Certificates Issued
Private	P16/0087 - National Youth Corps	44
Private	P17/0054 - National Youth Corps	34
Private	P20/0051 - Manmunai Pradeshiya Sabha IT Training Centre	16
Private	P20/0057 - CRC / Paddiruppu Education Zone	17
Private	P20/0072 - Computer Resource Center (Batticaloa)	51
Private	P20/0076 - University College Batticaloa	49
Private	P01/0326 - Ranmali Associates International (Pvt) Ltd.	60
Private	P01/0439 - Sri Lanka Institute of Textile & Apparel	8
Private	P01/0531 - Rapunzel's (Pvt) Ltd	41
Private	P02/0065 - United Tractor & Equipment (Pvt) Limited.	21
Private	P02/0097 - Beetaacom Multimedia & Computer Studies	96
Private	P02/0159 - Good Shepherd Sisters	70
Private	P02/0206 - National Youth Corps	63
Private	P04/0129 - National Youth Corps	48
Private	P04/0131 - National Youth Corps	51
Private	P04/0152 - South Asian International Institute of Higher Education (pvt)	1
Private	P05/0118 - Sri Lanka Red Cross Society	12
Private	P06/0075 - Sri Lanka Bureau of Foreign Employment	267
Private	P07/0089 - Sri Lanka Bureau of Foreign Employment	157
Private	P09/0085 - Department of Industrial Development and Enterprise Promotio	2
Private	P09/0107 - Inrooma Academy of Hair & Beauty (Pvt) Ltd	20
Private	P09/0120 - Tec Vision International Training College (Pvt) Ltd	37
Private	P09/0185 - Department of Agriculture (Central Province)	18
Private	P11/0045 - National Youth Corps	112
Private	P12/0079 - Athugalpura Village Development Association	34
Private	P12/0126 - Salon Kusum Hair, Beauty and Bridal Academy	72
Private	P12/0154 - National Youth Corps	89
Private	P12/0158 - National Youth Corps	64
Private	P12/0159 - National Youth Corps	45
Private	P12/0185 - Lanka Nursing School	39
Private	P16/0060 - Don Bosco Vocational Training Centre	280
Private	P16/0098 - I.TECH	52
Private	P18/0011 - Advanced Training Center	75
Private	P19/0051 - Zonal Computer Resource Center	19
Private	P20/0069 - IF Professional Studies	11
Private	P22/0009 - Don Bosco Vocational Training Centre	27
Private	P01/0016 - Ceylon German Technical Training Institute	397
Private	P01/0222 - Roots Hair & Beauty Academy	35
Private	P01/0257 - Win-Stone School of Culinary Art	194

Institute Type	Institute	Certificates Issued
Private	P01/0295 - Salon Le Coiffeur Thilaque	17
Private	P01/0430 - AMATT- Academy of Make-up Art and Technology Training	11
Private	P01/0461 - Lanka Institute of Fitness and Nutrition	47
Private	P01/0514 - Chalmway International Hair & Beauty Institute	33
Private	P01/0594 - International Health Care Academy (Pvt) Ltd	30
Private	P01/0630 - University College of Construction Technology	2
Private	P01/0651 - Racmo Training Institute	4
Private	P02/0157 - Kramski Lanka (Pvt) Ltd.	18
Private	P02/0297 - Kelaniya Zonal Computer Resource Centre	15
Private	P03/0019 - IQRAA Technical Training Institute	82
Private	P03/0067 - ASVTC	4
Private	P03/0076 - Srilak Computer Training School	20
Private	P04/0094 - one world foundation	114
Private	P04/0134 - Sri Lanka Bureau of Foreign Employment	73
Private	P04/0146 - Neo Classic International School of Hair & Beauty Salon	23
Private	P04/0165 - Mosvold Educational Center	49
Private	P07/0065 - Nenasala New Lanka Tec	26
Private	P08/0067 - National Youth Corps	51
Private	P09/0080 - Ministry of Sports, Youth Affairs, Women, Rural Development	9
Private	P09/0161 - Maga Neguma Road Construction Equipment Company	4
Private	P09/0162 - South Asian International Institute of Higher Education	3
Private	P09/0184 - Zonal Computer Resource Centre - Wattagama	11
Private	P10/0059 - A.Y.S. Gnanam Construction Training Academy	13
Private	P12/0113 - Hightec Lanka International - VTTI	542
Private	P15/0006 - Sri Sobhitha Vocational Training Centre	58
Private	P15/0039 - Wellassa Development Forum	67
Private	P18/0025 - Chirplink Computer Training and Business Management Institut	74
Private	P20/0063 - Vivekananda College of Technology	29
Private	P20/0066 - Guide Notion Campus	48
Private	P21/0007 - Zonal Education Office - Vavuniya South	18
Private	P21/0035 - Don Bosco Children's Home	37
Private	P25/0066 - Zonal Education Office	26
Total - pvt	-	12192
Total	-	47017

Table 8.14.5: Number of NVQ Certificate Holders by Institute by Gender - 2016

Institute	Male	Female	Total
Department of Technical Education & Training (DTET)	2309	1116	3425
National Apprentice and Industry Training Authority (NAITA)	6633	3336	9969
Vocational Training Authority (VTA)	8985	5286	14271
National Youth Services Council (NYSC)	531	1119	1650
Private and other government institutions	5216	5199	10415
Total	23674	16056	39130

Source- TVEC Database

A Comparison between NVQ Certificates Issued in 201 and 2016

A Comparison between NVQ Certificates Issued in 2015 and 2016 (Both CBT and RPL Modes)

Table 8.14.6:

Mode	2015	2016	Number of certificates increased	% increased
Competency Based Training (CBT)	33 654	37 987	4333	12.875
Recognition of Prior Learning (RPL)	10494	9030	(1464)	-13.950
Total	44148	47 017	2869	6.4985

Source- TVEC Database

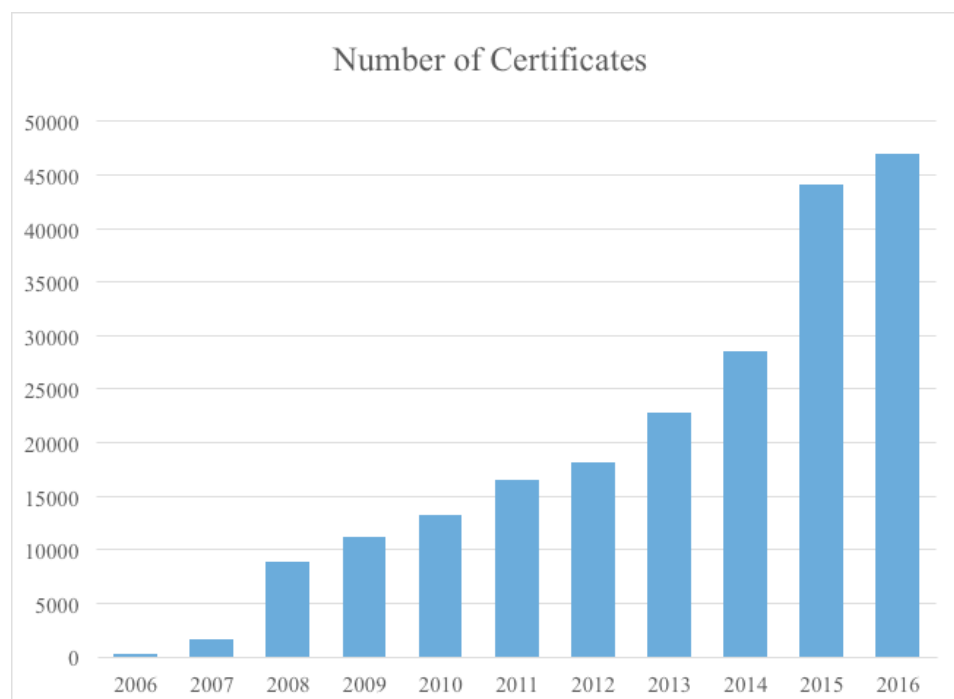


Table 8.14.7: Total Number of Certificates Printed from 2006

Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
No. of Certificates	259	1,629	8,915	11,249	13,256	16,572	18,111	22,855	28,546	44,148	47,017	212 557

Source- TVEC Database

212,557 certificates have been issued from the inception of National Vocational Qualifications framework up to 2016.

During the year under review, 164 National Vocational Qualifications certificates of various institutions and persons were certified.

9.0 Industrial Liaison Division

9.1 Background

The prime objective of the vocational education and training sector is to create people with the necessary skills required for the industry. It is essential to maintain a dynamic vocational education and training field that can provide the necessary skills to fulfill the changing objectives from time to time and this is related to the economic situation in any country. In other developed countries of the world, this is the case where the main responsibility for the creation and maintenance of the process is the field of industry in those countries, which has become the regulator of technical education and training.

Until recently, we have not seen such a bond in the country's technical education and training sector and industry. Therefore, it is necessary to inquire into the demand of such industries and the extent to which the industry is contributing to the industry in the field of industrial education and training.

Tertiary and Vocational Education Commission, which understood this situation well, made arrangements to establish a separate unit in the Commission named "Industrial Relations" in July 2016 with the objective of obtaining industry input into the activities of vocational education and training. Its responsibility is borne by a Director and currently consists of the following staff.

Director	–	01
Actg. Deputy Director	–	01
Assistant Director	–	03
Development Officer	–	01
Management Assistant	–	01

The Skills Sector Councils of industry that were formally adapted to achieve the objectives were followed by the report of the activities of the latter part of 2016, which began at the beginning of this year.

9.2 Objectives of Industrial Liaison Division

The industry's objective is to create a vocational training and industrial skills that can provide skilled personnel with the skills required of the industry. The implementation of the following sub targets in order to achieve this objective is the responsibility of the Industrial Relations Division.

- Contribution of the industry to development of vocational training and training courses used in training in vocational training and technical education.
- To educate the professional groups involved in the vocational training and technical education training sessions and find out if they need to be trained on technical changes and new trends in the industry.
- Find out if there is a difference between the training provided and the industry's demand and taking steps to avoid any deficiencies identified.
- Coordinate and support the process of training for apprentice trainees trained in the vocational training and technical education.

- To create awareness of the industry's employment opportunities, coordinate and to assist finding work for those who complete their trainee apprenticeships in vocational training and technical education.
- To educate the non-formal trained cadres in order to award them qualification certifications and to prepare them for higher job positions.
- Creating a positive image of industries and their jobs in the society.
- To create awareness amongst School leavers on vocational education & training and to attract them to the industrial training field.

9.3 Duties

In order to achieve the above objectives, the following activities have been carried out in the year 2016, by the Industrial Relations Division.

9.3.1 Establishment of Sector Skills Council.

9.3.2 Survey conducted for the purpose of identifying training needs of the instructors engaged in public sector training institutions belonging to the Ministry of Skills Development and Vocational Training.

9.3.3 Organize workshops to educate the instructors who are currently being developed for the existing courses organized by the Sector Skills Councils.

9.3.4 Obtaining the approval of the Commission for proposals / programs from the councils other than the agreements entered into with the existing Sector Skills Councils.

9.3.5 Career guidance to students and other residing students who complete school education through District Vocational Centers established at the district level.

9.3.6 Submission of required details for the industrial training of apprentices who completed the training in the year 2016 to Sector Skills Council.

9.3.7. Attending Board meetings of the Sector Skills Council.

9.3.8 Participation in other activities.

9.3.1. Establish Sector Skills Council

It was targeted to establish 04 Sector Skills Council representing the industry in the latter part of 2016. Accordingly, 04 Sector Skills Council have been established in the following areas.

- **Construction Industry Sector Skills Council**
- **Information Technology Sector Skills Council**
- **Manufacturing and Engineering Services Sector Skills Council**
- **Tourism Sector Skills Council**

All of these Sector Skills Councils have been registered under the Private Limited Companies act and to operate these councils separate Board of Directors has been appointed. These sector councils have signed agreements with the Tertiary and Vocational Education Commission and the National Apprentice and Industrial Training Authority during the latter part of last year

to work under one-year programmes identified in each sector council. There are also some other sector councils that will be established in several other industries and are expected to be established next year.

Amongst the 4 sector Sector Skills Councils, Tourism industry sector Skills Council came into agreements at the end of the year. Due to some administrative problems, the signing of these agreements were delayed, and the progress of the Tourism Sector Skills Council was rather weak in comparison to the 3 other Sector Skills Councils due to this reason.

9.3.2. Conducting a survey to identify the training needs of the advisers who are in the public sector training institutions belonging to the Ministry of Skills Development and Vocational Training.

The training instructors of the training departments and institutions belonging to the Ministry of Skills Development and Vocational Training were made aware about the technical changes in the industry and by providing them relevant manuals; it is the belief of Tertiary and Vocational Education Commission that it will enhance the quality and productivity of the training institutions. For this purpose, a survey was conducted to get the details of the instructors who serve in the respective institutions and to conduct a survey to maintain a database and this was carried out during the months of September and November of 2016 by the Industrial Relations Division of the Commission. The primary objectives of the survey are as follows.

- Gathering information about the instructors of the above institutions.
- Creation and maintenance of a database about these information.
- Identify specific skills required for an industrial training in any profession.
- Recommending the above information to the relevant Sector Skills Councils.
- Providing the special training requirements of the instructors to the Sector Skills Council.
- Supervision of the Industrial Training Needs programmes conducted by the Sector Skills Council.

A special questionnaire prepared in accordance to this was given below:

The Department of Technical Education and Training	-	39	Technical Colleges
Vocational Training Authority	-	25	District Offices
National Apprentice and Industrial Training Authority	-	29	District Offices
National Youth Service Council	-	34	District Offices
Ceylon German Technical Training Institute	-	02	Training Centres
Total	-	<u>129</u>	

In this regard, the directors related to the training activities of the relevant institutions were informed in writing.

Out of the 129 institutions notified in this regard, 87 responded and that is 67.44% out of all the institutions notified. 32.56 percent out of the notified failed to respond in this regard. The highest response of is 89.74% was made by the Department of Technical Education and Training and the lowest response was from Ceylon German Technical Training Institute, which was 50%. Amongst these, some of the instructors did not complete the relevant data required for important information. Out of the 1,096

instructors responding, 746 were males (68%) and the remaining 350 were women (32%). Most of the instructors are in the age group of 30 to 49 years. 112 instructors serve in the Colombo District which is the highest in any district. Next, there are 78 and 70 respectively in the Kandy and Ratnapura districts. There are 35 instructors with more than 01 year experience whereas 94 instructors have more than 20 years of industry experience.

These instructors are continuing their training in 73 professional fields. As to how these courses form the sector skills council is mentioned below.

Manufacturing and Engineering Services	–	261
Information Technology	–	216
Construction	–	214
Repairing Motor Vehicles	–	177
Textile	–	67
Tourism	–	53
Fashion Designing	–	48
Financial and Business Management	–	45
Counselling, Health and Education	–	39
Manufacturing Foods	–	29

According to the survey, the highest number of 130 instructors came forward for their industrial training in the field of ICT. 34 instructors were of the opinion that the training is required in the English language as well.

9.3.3. Conducting Awareness Programmes

With the contribution of Sector Skills Councils, Tertiary and Vocational Education Commission has introduced several short term courses at the second and third levels of the National Vocational Qualification Framework. Amongst these in relation to 08 courses 11 workshops were held during the months of October, November and December as follows.

Information Technology for Apprentice	–	03 Workshops
Basic Industrial Plumber	–	02 Workshops
Wood Craftsmen (Building)	–	01 Workshop
Wheel Alignment Technician	–	01 Workshop
Tractor Operator	–	01 Workshop
Harvesting Machine Operators	–	01 Workshop
Attendants	–	01 Workshop
Welding Technology	–	01 Workshop
(Manual/Metal Arc)		<u>Total 11</u>

From Department of Technical Education and Training, Vocational Training Authority, National Apprentice and Industrial Training Authority, National Youth Services Council and Ceylon German Technical Training Institute; almost 250 instructors participated in these workshops. One of the three

workshops on “Information technology for apprentices” was held for the instructors conducting training at the “Vidatha” Centers attached to the Ministry of Industries, Science and Technology. It was held in response to a request made by the Ministry.

9.3.4. With the presently established Sector Skills Council, to obtain the approval of the Commission for proposals / programs made by the Sector Skills Council outside the Agreements already in existence

In addition to the program in agreement with the established Sector Skills Council, in the previous months 8 requests were submitted within the time scale for proposed Special programmes by the Sector Skills Councils as mentioned below to the Industrial Liaisons Division.

9.3.4.1 The Construction Industry Sector Skills Council

Review of relevant industry occupation Skills of National Competency Standards, Courses and 25 Evaluation tools that are presently in use.

9.3.4.2 Production and Engineering Services Sector Skills Council

There are 04 proposals.

- Organizing a course in relation to ‘Tractor and Harvesting Machine Operator’, preparing the relevant professional manual, Train and promote instructors and operators.
- Review of welding technician course, labor market review, professional manual preparation, training the trainers.
- Analyze the electrician / industry professional related competency range, preparation of the manual and prepare short-term courses in this profession.
- Search of skills gap in rubber and plastic sub-fields and Creation of the website for the Sector Skills Council

9.3.4.3 Information Technology Skills Sector Council

There are 03 proposals.

- Provide expertise in organizing relevant courses, creation of a web page and purchase of a camera
- Purchase of office equipment
- Development of Competency Standards and Courses related to National Vocational Qualifications Level 3 and 4

The Industrial Liaisons Division provided the necessary facilities to implement the proposals after the proposals were submitted to the Commission and obtained approval.

9.3.5 Provision of guidance services to students who complete school education and other parties through district level vocational training centers established at district level.

Initial initiatives were taken in the year 2016 to establish the Public District Career Center to represent the training institutions in the district instead of career guidance services so far

provided by the Ministry of Training Institutions, thereby making this guiding service more efficient and productive. In accordance to that, the below mentioned processes were conducted.

- Holding 4 workshops at provincial level on Career Development Trends in Career Guidance for career guidance officers and skills development assistants.
- Conducting a Career Guidance Workshop for students and their parents who sat for Ordinary Level Examinations at Homagama Pitipana Maha Vidyalaya
- Provision of necessary facilities and necessary activities for awareness programs conducted for the students who sat the GCE O/L examination.

9.3.6 Submission of information with regards to the required details of the apprentices who complete the institutional training in the year 2016 for the purpose of industrial placement to the Sector Skills Council

These details were given to the Chairmen of the Sector Skills Councils at the meeting of the Chairmen of Sector Skills Council held on 05.12.2014 to provide the apprentices with the necessary training required for those who have completed the institutional training at the ministry's training institutes in late 2016.

Accordingly, the information related to 14231 apprentices who participated in 65 courses at the Department of Technical and Educational Training, Vocational Training Authority, National Apprentice and Industrial Training Authority, National Youth Services Council were submitted to the Sector Skills Councils.

*These details have not yet been provided and are expected to be submitted soon.

Construction Industry Sector Skill Council	–	3069 apprentices of 8 courses
Manufacturing and Engineering Services Industry Sector Skill Council	–	4825 apprentices of 18 courses
Information and Communication Technology Industry Sector Skill Council	–	6337 apprentices of 07 courses
Tourism Industry Sector Skill Council	–	154* apprentices of 01 courses
Other Industries	–	5537* apprentices of 31 courses

*These information still not provided and expected to be fulfilled in the future.

9.3.7 Attending Board of Directors Meetings of the Sector Skills Councils.

Officers of our division were appointed as members of the Board of Directors of the sector Skills Councils and as representatives of the Industrial Liaisons Division for the meetings. Accordingly relevant Officials participated in the following Board of Directors meetings during the last year as mentioned below;

9.3.7.1 Mr. Sunil Kapuge, Director, Industrial Liaisons Division - participated as a member of the Board of Directors in 3 sessions for the Construction Industry Sector Skills Council meetings.

9.3.7.2 Mrs. K. A. D. Hasanthi Lakmini - As a representor of industrial liaison division
Assistant Director, in information and communication technology

- | | |
|--|--|
| Industrial Liaison Division | industry sector skill council has attended 3 meetings. |
| 9.3.7.3 Ms. A. H. N. Sandamali
Development Officer
Industrial Liaison Division | - As a representor of industrial liaison division in manufacturing and engineering services industry sector skill council has attended 2 meetings. |
| 9.3.7.4 Mr. Sunil Kapuge
The Director,
Industrial Liaison Division | - As a representor of industrial liaison division in tourism industry sector skill council has attended 2 meetings. |
| 9.3.7.5 Mr. Wasantha Manthreepala, Assistant Director, Industrial Liaisons Division – was appointed as the technical relations Division’s representative of the Tourism Sector Skills Council, but no meetings were held afterwards. | |

9.4 Participation of Additional tasks

In addition to the above mentioned main activities, the following related activities were carried out by the Industrial Liaisons Division during the year 2016.

9.4.1 Conducting Meetings of the Chairmen’s of Sector Skills Councils.

The collaboration of Sector Skills Councils and to discuss issues arisen as a result and to find solutions for them, Meetings were arranged with the officers of the respective Sector skills councils.

These meetings were held under the patronage of The Chairman of the Tertiary and Vocational Education Council Prof. Rajiva Wijesinghe and Meetings were held on the 1st Monday of each month and in accordance to the requirements the meetings were either held at the Ministry’s Secretarial office’s hall or Commission’s meeting hall. The following Officers were invited to participate.

- The Secretary of the Ministry (on necessity)
- Chairman of the Tertiary and Vocational Education Commission
- All the Chairmen, secretaries and managers of established sector skill councils.
- The additional secretary and assistant programme manager of sector skill development project.
- Including the director and the other staff members of industrial liaison division of the commission.
- Officers of other training institutes (on necessity).

Five such meetings were organized in the latter part of the last year. As it was a new process to obtain the skills that contribute to the industry by the Vocational Training through the Sector Skills Councils, initially the experience and understanding was not at a very high level. In such an environment, these meetings immensely helped to increase the efficiency and effectiveness of these activities.

9.4.2 Participation for Job fairs

The Youth Corps has identified the issues of individuals under the project to develop small and medium scale entrepreneurs in various parts of the island, to resolve the issues and to provide them with guidance at the job fairs. Our section participated twice in the job fairs held at Kalutara and Chilaw.

The participation in these job fairs was due to a written request by the Youth Corps. Those who attended did not have a clear understanding of our National Vocational Qualification System and had little awareness of the methodology to obtain a certificate in different respective fields. Under these circumstances, we were able to eliminate these deficiencies.

9.4.3 Working in the editorial board of “TVET News”

So far, a magazine published by the name of (TVET News Letter) was used by the Commission as a tool to provide relevant information and relevant objectives to target groups. Magazine was merely confined to our Commission.

Excluding this goal, this magazine was recently published to cover the whole tertiary vocational education and training as “TVET News”; as per a concept of the Chairman of the Commission, Prof. Rajiva Wijesinghe. The Deputy Director of the Industrial Relations Division, Acting Deputy Director of the Industrial Liaisons Division represented the Editorial Board of the magazine.

9.4.4 Training of a team of Pakistani trainers

During the past year, two groups of high level officers in the field of vocational education and training in Pakistan, with the aim of studying and the implementation of the National Vocational Qualification System in our country, have visited our division and in both cases we have provided our contribution.

9.4.5 Appointment of Officers to the Tourism Sector Skills Council.

For the selection of suitable personnel for the “Sector Skills Council Manager and Assistant positions” for the above said Sector Skills Council interviews; representing the interview board one of our section officers participated upon the request of that Sector Skills Council..

10.0 Information Systems Division

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 data and information from various sources and analyzes those data 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.

Key objectives of the Information Systems (IS) division:

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 2016, the division was comprised of a Director, Actg. Labour Market Analyst and Statistician, Deputy Director and Librarian, Actg. Deputy Director, two (02) Assistant Directors, Development Officer, Programme Coordinating Officer, Computer Graphic Designer and Computer Hardware Technician in order to carry out the planned activities.

- Main activities and programmes 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 system and web page
- Compile and publicize Labour Market Information (LMI) bulletin
- Compile and publicize TVEC Newsletter
- Develop and maintain computer systems in order to maintain successful implementation of other divisional activities of the TVEC
- Develop IT based software which is required for providing facilities to registered training institutions and new applicants (institutions) and provide information to such institutions in order to carry out activities successfully
- Develop, maintain and update TVEC website which provides information to general public with regard to the services of the TVEC
- Maintain IT based software required for printing of NVQ certificates and provides instructions on online student's registration to registered institutions and administer online database
- Involvement in the Management Information System (MIS), which is being created under SSDP and provide necessary information to TVEC
- Identify the needs of the procurement list of computers and allied equipments required by all divisions of the TVEC and provide specifications and technical instructions
- Provide internet, email and local area network services within the office of the TVEC, maintain the servers properly and update software and hardware components of servers
- Maintenance of the Library for the purpose of providing library facilities to internal staff of the TVEC
- Collect, analyze and compile labour market information on request, were among key activities of the IS Division
- Creating computer graphics which are needed for the activities in the commission.

Main information system of the IS division is comprised of Labour Market Information System, NVQ Certificate Awarding Information System, Registration Information System and Accreditation Information System. The division has been able to undertake and complete following activities during 2016.

10.1 Develop and maintain Labour Market Information (LMI) Bulletin

TVEC has established a labour market information bulletin in order to analyze current employment demand and to supply other labour market information. 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

10.2 Compile and publicize Labour Market Information (LMI) bulletin

The IS division has been able to publish two (02) LMI bulletins during 2016 through which a comprehensive analysis of Sri Lanka's labour market trends of the second half 2015 and that of first half 2016 are included in the two bulletins.

LMI Bulletin is comprised of following five sections

1. Demand for Jobs
2. Employment
3. Unemployment
4. Supply of Labour market
5. Demand of labour market and labour market research findings

During 2016, 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.

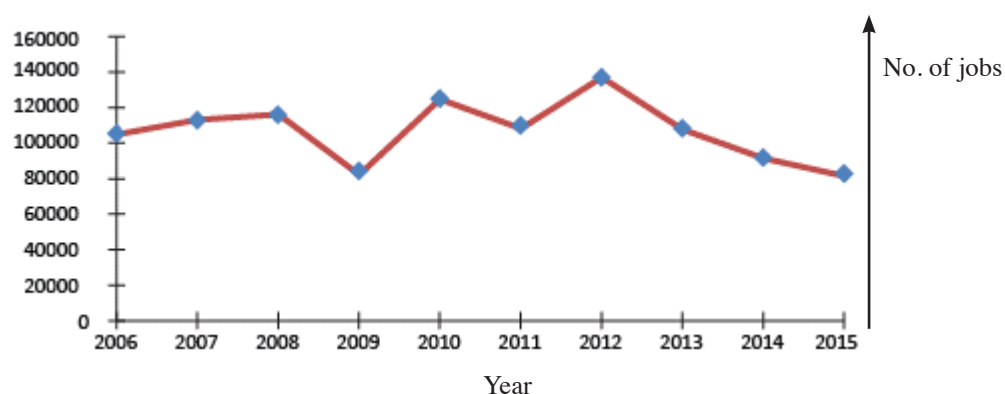
The LMI bulletins include useful information on local and foreign demand for skills, current industry employment calculated based on newspaper job advertisements, employment placements, envisaged qualifications, gender, and experience etc.

Table 8.1: Count of Newspaper job advertisements

Year	No. of advertisements published
2006	104,839
2007	113,060
2008	116,157
2009	82,167
2010	124,741
2011	108,193
2012	136,994
2013	107,698
2014	91,430
2015	81,369

Note: Jobs appeared in Government Gazettes included

Following bar graph depicts time series count of Newspaper job advertisements over the years 2006 – 2015.



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

10.3 LMI Webpage

An updated LMI webpage has been maintained during 2016 for the purpose of providing reliable labour market information efficiently and effectively for the users. The information included in this website has been further improved by adding interactive graphs and Tables in 2016.

Through the webpage, information of following categories were provided:

- Current labour market information analysis
- 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

An image of the LMI Webpage is given below



10.4 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 the 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.

During the year under review, internet and email facilities have been broadened in order to increase the efficiency of using modern technology for effective communication of staff members of the TVEC.

10.5 Maintain website of the TVEC

The IS Division administers the TVEC website which includes details of activities of the TVEC, updated and accurate LMI, and new developments of the TVET sector etc. for information of the stakeholders. This information is useful for those interested on developments of the TVET sector.

Following is an image of the TVEC Webpage:



Facilities are provided for institutes to send NVQ and assessment details through online systems were further improved during the year under review.

The main Webpage provides access to following WebPages;

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

- News and events
- Information systems
- TVET Guide
- Award of NVQ
- Download of applications and information
- Internal web net
- NVQ Certificate inquiry

The Webpages listed below have been further developed during 2016 by the IS division and connected to the Internet.

10.6 Registration & Accreditation website

All details pertaining to institute registration and course accreditation are available in this website. Training institutions registered with TVEC, accredited courses, quality management system information, registration application forms, registration renewal application forms, and accreditation application forms etc., are included in this website. This website was further improved in 2016 by adding online registration facilities and online payment systems to the website.

Following is an image of the webpage:



10.7 Registered institutions

Information on institute registration and course accreditation can be accessed through the TVEC website www.tvec.gov.lk. Through this facility anyone can check details of registered institution and course accreditation in following ways:

1. Training institutes by province and sector
2. Training institutes by province and ownership
3. Training institutes by province or part of institute's name
4. Training institutes by Course names and district

10.8 Planning & Research website

This webpage includes TVET Policies, Corporate Plan, Annual Implementation Plans, Vocational Education and Training (VET) plans and details financial assistance awarded. 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:



As per findings of a survey done in 2016 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. This webpage includes the details of past research studies done so far, progress of the current research studies and future research studies to be done with the financial assistance of the TVEC.

10.9 Webpage of the Information Systems division

This webpage was also well developed and maintained throughout 2016 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 2016:

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

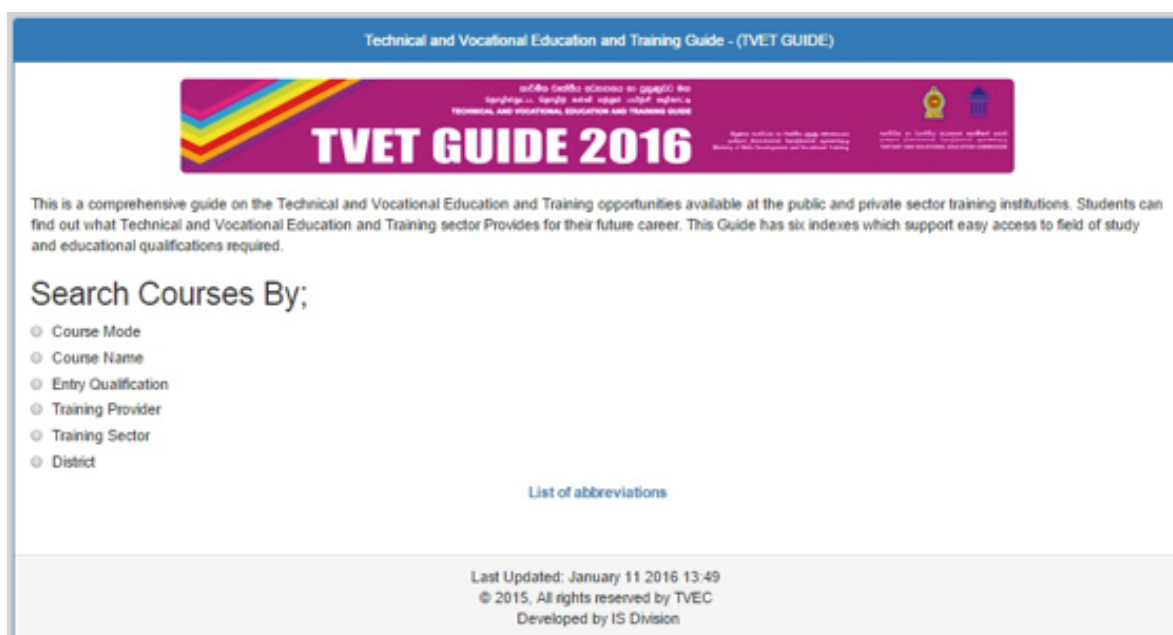
Further , the IS division was able to maintain Local Area Network (LAN) of the TVEC and its accessories, internet facilities, email, central database, and computer firewall, in order to provide efficient services to the users during 2016.

10.10 TVET Guide

In addition to the publication of LMI Bulletin, the IS division of the TVEC has been able to publish TVET Guide-2017 during 2016.

This TVEC guide provides details of training courses available for province wise and industry sector wise.

The TVET Guide is accessible through the Website. An image of website is given below.



The TVET Guide is available in 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

An image of TVET Guide is depicted below.



10.11 TVEC Newsletter

During the year under review, the IS division was able to develop and publish two (02) TVEC newsletters to make aware to the relevant parties regarding new activities and programmes undertaken by the TVEC. Newsletters were distributed among the registered training institutes and other stakeholders free of charge during 2016.

Two images of newsletters published are depicted below.



10.12 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 TVEC Library:

- Providing books and research reports of TVET sector
- Administration and distribution of the TVEC publications
- Providing reference facilities to regular publications
- Reading facilities of 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 2006 -2016 are given below

Year	Total Value Rs. (Books)
2006	99,513.00
2007	150,000.00
2008	195,000.00
2009	99,288.00
2010	50,000.00
2011	25,000.00
2012	50,000.00
2013	50,000.00
2014	50,000.00
2015	50,000.00
2016	50,000.00

In addition, the Library provided inter library lending service for the users who sought books which are not available in TVEC Library. In order to provide information needed for staff members, the library provided exchange services in association with other Libraries during 2016. 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 effected in 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 2011. Through these arrangements, added facilities and opportunities are given for the library users.

An image of the Libsys software is given below:



10.13 Geographic Information System (GIS)

A Geographic Information System (GIS) has been established and maintained at the TVEC.

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 obtain such information 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. This was continued in 2014 as well and so far 881 institutions included in the system.

An image of the GIS is given below.



10.14 Special programmes organized and new special services commenced by the IS division during 2016

10.15 Information system software developed in 2016

Touch Your Future 2016/2017 Data entry System

The tournament is conducted by TVEC and the system installed for that purpose stores all the data of the competitors in a database and generates a serial number by the system itself for all the competitors. Further this system eliminates applicants who do not qualify for the competition and applicants who have not fulfilled the qualifications required for the competitions will be able to obtain printed Letters, competitors' details, districts, competitor's applied fields and Reports can be obtained in accordance to the competition held centers.

11.0 International cooperation of IS division during 2016

On the request of Government of Bangladesh, A study tour for officials of Bangladesh was organized in Sri Lanka by UNEVOC branch of the TVEC in 2016.

Pakistan tour



Nepal Tour



As a result of strong association with UNEVOC headquarters located in Germany, TVEC was able to obtain a number of overseas study tour scholarship opportunities in Germany, India and Indonesia for its staff members and also officers of the TVET sector during 2015.

Inclusion of English subject for National Vocational Qualification

In the Year 2016, a basic problem faced was to provide International language to students who are studying for the Tertiary Education to take them to the international level.

In order to overcome these situations, the Commission carried out a great deal of work in consultation with institutions involved in vocational training by the state sector. As a result, the following measures were taken with the financial assistance from the Sector Skills Development Project in collaboration with Vocational Training institutes to teach English.

1. To Create a website called “www.bulidingcareerskills.gov.lk” and through the website to provide the knowledge and training necessary for children and teachers.
2. Production of 3 books in English called “Career Skills” for 3 different levels

3. Introduced the book “Teaching English Career Skills”, written by B. Johnson. This can also be described as a teacher's handbook for teachers to introduce the new syllabus.
4. Introduction of short term 03 months Duration courses for targeting school leaving children.
5. Introduction of the “Quality is fun & Tool Box” set of books by German National Prof. Markers. This was introduced as to raise quality management.
6. Introduction of sets of Books called “English Grammar” and “An Anthology of Poems”. These sets of books are especially suitable for the NVQ Level 5 English course.

Further, on the advice of an experienced Management Board; Tertiary and Vocational Education Commission will be committed to make continuous productive changes in the tertiary and vocational education fields.

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31ST DECEMBER 2016

	NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
REVENUE				
Treasury Grants	01	111,334,030	89,250,310	83,137,909
Projects Grants	02	43,498,836	27,484,163	26,191,574
Operating Income Generated	03	12,892,261	10,118,202	8,149,221
Financial Grants Returned				47,325
Non Operating income Generated	04	334,786	208,250	374,136
		168,059,913	127,060,925	117,900,165
Staff Loan Interest and Other Interest Income	05	569,400	455,174	552,390
Profit on Disposal of Assets			-	
		168,629,313	127,516,099	118,452,555
Differed Income		10,709,174	12,124,776	10,372,317
		179,338,487	139,640,875	128,824,872
EXPENDITURES				
Board Directors & Committee Observers Allowances	06	969,480	547,500	420,500
Personal Emoluments	07	59,632,035	48,378,802	38,441,552
Traveling Expenses	08	1,813,491	1,689,008	1,049,271
Supplies & Consumables used	09	6,638,910	6,178,919	7,301,755
Maintenance Expenses	10	3,996,515	3,985,584	3,986,334
Rehabilitation Expenses	11	1,443,053	1,243,542	2,076,343
Contractual Services	12	10,757,571	10,010,560	8,925,918
Operational Expenses	13	51,936,841	26,533,239	25,692,147
		137,187,896	98,567,154	87,893,820
Projects Expenses	14	42,166,573	27,526,270	26,191,574
		179,354,469	126,093,424	114,085,394
Depreciation			12,124,776	10,372,317
		179,354,469	138,218,200	124,457,711
NET SURPLUS (DEFICIT) BEFORE PROVISION		-15,982	1,422,675	4,367,161
PROVISION FOR THE YEAR			-	
Gratuity Provision			3,370,479	211,6284
		-15,982	141,588,679	126,573,995
NET SURPLUS (DEFICIT) AFTER PROVISION		-15,982	(1,947,804)	2,250,877

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



A.S. Amarasinghe

Deputy Director (Finance)



Malkanthi Jayawardana

Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

STATEMENT OF FINANCIAL POSITIONS

AS AT 31ST DECEMBER 2016

DESCRIPTION	NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
ASSETS				
Non Current Assets				
Property Plant & Equipment	15	34,880,154	35,772,126	46246950
Current Assets				
Debtors	16	7,882,420	7,456,701	7,337,262
Deposits & Receivables	17	5,087,031	4,053,559	4,011,686
Inventory	18	1,319,100	549,963	790,873
Cash & Cash Equivalents	19	17,551,752	8,665,511	8,798,674
		31,840,303	20,725,734	20,938,495
TOTAL ASSETS		66,720,457	56,497,860	67,185,445
EQUITY AND LIABILITIES				
Equity				
Accumulated Fund		175,452	175,452	175,452
Translation Reserve	20	299,124	-1,316,891	625,948
		474,576	-1,141,439	801,400
Non Current Liabilities				
Deffered Income	21	34,880,154	35,772,126	46246950
Provision for Gratuity Schedule -01		11,968,256	12,985,188	9614708
		46,848,410	48,757,314	55861658
		47,322,986	47,615,875	56,663,058
Current Liabilities				
Creditors	22	7,175,841	1,683,702	3074795
Refundable Deposits & Payables	23	12,221,630	7,198,283	7447592
		19,397,471	8,881,985	10522387
TOTAL LIABILITIES		66,720,457	56,497,860	67,185,445

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



A.S. Amarasinghe

Deputy Director (Finance)



Malkanthi Jayawardana

Director General

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CHANGES IN EQUITY AS AT 31ST DECEMBER 2016

	Accumulated Fund	Translation Reserve	Total
	(Rs.)	(Rs.)	(Rs.)
Balance as at 01.01.2014	175,452	(1,484,629)	(1,309,177)
Prior Year Adjustment		(160,305)	(160,305)
Adjutment of TVET Guide sale income		20,000	20,000
Opening balance difference		5	5
During the year Surplus /(Deficit)		2,250,877	2,250,877
Balance as at 01.01.2015	175,452	625,948	801,400
Prior Year Adjustment		4972	4972
Opening balance difference		-7	-7
During the year Surplus /(Deficit)		-1947804	-1947804
Balance as at 01.01.2016	175452	(1,316,891)	(1,141,439)
Correction of Depreciation		33731	33731
Prior Year Adjustment		1378797	1378797
Over / under provision adjustment		219469	219469
During the year Surplus /(Deficit)		-15982	-15982
Balance as at 31.12.2016	175452	299,124	474,576
			(15,982)
	175,452.00	299,124	474,576

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
CASH FLOWS STATEMENT YEAR ENDED 31ST DECEMBER 2016

	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR			
Surplus (Deficit) from Ordinary Activities	-15982	-1947804	2,250,877
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	1378797	4972	(160,305)
Depreciation	0	12124776	10372317
Opening Balance difference	1104	-7	20002
Gratuity Provision		3370479	2116284
Differed Income	-7323147	-10474824	10998615
	4585045	3077592	25597790
Interest Income	569400	455174	552390
Gratuity paid			173556
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	4015645	2622418	24871844
WORKING CAPITAL CHANGES			
Increase/Decrease in Debtors	-425719	-119439	(333,977)
Increase/Decrease in Deposits & Receivables	-1033472	-41873	1,152,011
Increase /Decrease in Inventory	-769137	240910	(606,672)
Increase/Decrease in Creditors	5492139	-1391092	(2,520,015)
Increase/Decrease in Refundable Deposit & Payables	5023347	-249309	(476,885)
	8287158	-1560803	(2,785,538)
Interest Income		455174	552390
NET CASH IN OPERATING ACTIVITIES	18669711	1516789	22638696
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of property, Plant & Equipments	-9783470	-1649952	(21,370,929)
Net Disposal value of Fixed Assets			
Proceeds from Sale of Property, Plant & Equipment			
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	-9783470	-1649952	(21,370,929)
CASH FLOW FROM FINANCING ACTIVITIES			
Accumulated Fund			
Reserves (Transfer to the General Treasury)			
NET CASH FROM / (USED IN) FINANCING ACTIVITIES			
Net Increase/(Decrease) in Cash & Cash Equivalents.	8886241	-133163	1,267,767
Cash & Cash Equivalents at the beginning of the year	8,665,511	8798674	7,530,907
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	17551752	8,665,511	8,798,674
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	5247176	4,364,813	334,756
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	7976652	38,712	897,346
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	180789	365,062	353,015
Call Deposit	4147135	3,896,924	7,213,557
	17551752	8,665,511	8,798,674

NOTES TO THE FINANCIAL STATEMENTS

1. Depreciation method was changed from straight line method to diminishing balance method with effect from year 2008.
2. Cost of the Student Record Books held at the year end was shown as inventory in The Financial Statements.
3. There were 1113 stock of VET Plan Books at the year ended 2016.
4. Advance granted for the Public Sector institutes to purchase training equipment in year 2015, were settled during the year 2016.

ACCOUNTING POLICIES

01. GENERAL

- 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. for certain property plant and Equipment. Financial Statements are prepared in accordance with the Sri Lanka Public Sector Accounting standards. 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
Comparative figures of past two years have been disclosed in the current year's financial statements.

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 was 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 cash at bank.

05. LIABILITIES & PROVISIONS

All known liabilities and provisions have been accounted 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 basic 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 the Statement of Financial Performance.

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 2016, before providing for gratuity, was Rs.15,982.00

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
01	Treasury Grants				
	Recurrent Grant		104,000,000	82,200,000	71,000,000
	Capital Grant -Rehabilitation	01.1	1,560,000	1,235,000	2,240,000
	Capital Grant -Acquisition of Property , Plant & Equipments	01.2	4,453,970	999,690	2,962,091
	Capital Grant -Capacity Building	01.3	5,774,030	5,815,310	9,897,909
			115,788,000	90,250,000	86,100,000
	Less :Transfer to Differed Income		4,453,970	999,690	2,962,091
	Grants to be returned to the Treasury			-	
			111,334,030	89,250,310	83,137,909
02	Projects Grants				
	ILO Grants	02.1		162,800	792,283
	Short Term Programme (Local/Foreign)	02.2	9,243,043	291,127	16,686,351
	SSDD	02.3	34,255,793	27,030,236	8,712,940
			43,498,836	27,484,163	26,191,574
03	Operating Income Generated				
	Institutes Registration Fees	03.1	1,901,300	1,792,200	2,464,500
	Institutes Accreditation Fees	03.2	3,371,900	2,097,300	2,075,100
	NVQ Certificate Printing Income (Net)	03.3	4,803,385	4,140,790	2,130,915
	Assessor Registration Fees	03.4	56,500	369,250	25,500
	Sale of Publications	03.5	1,517,847	556,766	516,180
	Net Income From Record Books Sales	03.6	1,241,329	1,161,896	937,026
			12,892,261	10,118,202	8,149,221
04	Non Operating Income Generated				
	Sales Of Obsolete Items		37,405	-	10,100
	Income Of Assign Vehicle for Personal Use		45,451	43,149	37,000
	Non Refundable deposit		10,500	-	-
	Other Income			2,400	42,400
	Cancelled cheques			56,687	-
	Unpresented Cheques			-	284,636
	Recovery of Excess Telephone bills		241,430	106,014	-
			334,786	208,250	374,136

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
05	Staff Loan Interest & Other Interest Income				
	Commission Loan Interest Income		79,853	52,185	69,539
	Distress Loan Interest		237,506	215,908	213,737
	Special Advance Interest		1,830	1,701	3,963
	Fixed Deposit Interest		250,211	185,380	265,151
			569,400	455,174	552,390
06	Board Directors & Committee Observers Allowances				
	Honorarium of Board Members		802,500	459,000	340,500
	Audit & Mgt. Member Fees		166,980	88,500	80,000
			969,480	547,500	420,500
07	Personal Emoluments				
	Salaries & Wages		49,008,089	39,245,377	31,312,332
	EPF Contribution		5,685,581	4,848,704	3,513,607
	ETF Contribution		1,440,940	1,211,680	877,174
	Overtime & Holiday Pay		1,260,925	892,541	857,939
	Payment for Trainees		1,336,500	1,753,000	1,680,500
	Chairman Allowance		900,000	427,500	200,000
			59,632,035	48,378,802	38,441,552
08	Traveling Expenses				
	Domestic		468,646	321,364	331,123
	Foreign		1,344,845	1,367,644	718,148
			1,813,491	1,689,008	1,049,271
09	Supplies & Consumables used				
	Printing, Stationery & Office Requisites	09.1	3,258,382	3,548,095	3,672,318
	Fuel Expenses	09.2	2,348,666	1,767,366	2,980,432
	Transport Expenses		8,863	11,948	6,400
	Uniform		126,000	90,000	87,950
	Newspapers & Magazine Expenses		115,020	94,425	105,142
	Other Service Expenses		171,516	286,588	226,761
	Entertainment Expenses		314,533	262,207	214,052
	Photocopy Allowance		5,500	2,900	8,700
	Staff welfare		290,430	115,390	
			6,638,910	6,178,919	7,301,755

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
10	Maintenance Expenses				
	Motor Vehicle Insurance & Maintenance	10.3	3,447,090	3,217,620	3,000,351
	Plant, Machinery & Equipment Maintenance		141,053	180,358	209,915
	Building & Structure Maintenance		23,861	145,278	271,985
	Computer Maintenance		217,195	105,501	249,214
	Mechanical & Electronic Goods		106,161	286,011	33,377
	General Maintenance		61,155	50,816	221,492
			3,996,515	3,985,584	3,986,334
11	Rehabilitation Expenses				
	Rehabilitation Vehicles		915,550	555,705	1,209,926
	Rehabilitation Plant Machinery & Equipment		459,800	385,333	253,467
	Rehabilitation Building & Structure		67,703	302,504	612,950
			1,443,053	1,243,542	2,076,343
12	Contractual Services				
	Telecommunication		2,584,912	1,925,928	1,639,596
	Postal Charges		526,870	356,474	189,885
	Electricity Expenses		2,740,253	2,815,787	3,092,429
	Water		157,463	182,008	175,610
	Rates & Taxes & Rent		190,400	131,040	131,040
	Security Charges		1,231,650	1,231,650	1,179,210
	Janitorial Charges		1,329,267	1,329,247	1,145,881
	Audit Fees		250,000	250,000	225,000
	Legal Charges & Stamp Fee		162,500	75,000	30,000
	Subscription & Member Fees - Domestic		46,129	31,250	59,377
	Subscription & Member Fees - Foreign			13,777	13,359
	Staff Training & Development		860,371	936,546	391,500
	Money Transist Insurance		13,480	13,929	13,990
	Service Agreements		664,276	717,924	639,041
			10,757,571	10,010,560	8,925,918

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
13	Operational Expenses				
	Institute Registration Expenses	13.1	853,701	863,217	793,407
	Financial Grants	13.2	1,318,435	3,477,557	4,337,159
	Accreditation Expenses	13.3	1,041,279	1,654,933	1,413,858
	NVQ Programmes Expenses	13.4	31,380,277	15,195,262	11,153,450
	Sector VET Plan Preparation Expenses	13.5	2,607,538	1,571,360	1,027,592
	Development of Provincial VET Plan		526,938	290,025	2,851,968
	LMI Expenses	13.6	1,440,947	1,348,586	1,930,331
	Estabilishing Quality Management System Expenses			-	18,790
	Development Of Competency Standards, Translation of Standards		1,029,666	1,346,130	899,604
	Research Expenses For TVET Sector Improvement		867,750	492,785	959,991
	Financial Assistant Monitoring & Coordination Expenses		43,800	134,246	219,941
	Translation Fees		117,336	158,388	86,056
	Transfer Account			750	-
	Depreciation		10,709,174		
			51,936,841	26,533,239	25,692,147
14	Projects Expenses				
	Expenses on ILO Grants	14.1		162,800	792,283
	Short Term Programme Expenses	14.2	7,910,780	333,234	16,686,351
	SSDD	14.3	34,255,793	27,030,236	8,712,940
			42,166,573	27,526,270	26,191,574

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2016

15	Property , Plant & Equipment						
					COST		
		NOTE	01.01.2015	Addition		Disposal	12.31.2015
	Vehicles	15	68,451,255			-	68,451,256
	Furniture & Fittings	15	4,815,145	436,650		-	5,251,795
	Plant & Equipment	15	314,947	155,799		-	470,746
	Office Equipment	15	5,853,023	2,571,935		-	8,424,958
	Computer & Accessories	16	20,812,347	6,569,909		-	27,382,256
	Library Books	16	852,215	49,177		-	901,392
	Name Board	16	519,290	-		-	519,290
	Computer Software	16	6,944,979	-		-	6,944,979
			108,563,201	9,783,470			118,346,672
				DEPPRECIATION			
		Rate	01.01.2016	For the Year		Disposal	12.31.2016
	Vehicles	25%	44,694,236	5,939,232		-	50,633,558
	Furniture & Fittings	10%	2,761,573	208,649		-	2,970,222
	Plant & Equipment	25%	131,942	137,286		-	269,228
	Office Equipment	25%	4,091,260	625,646		-	4,716,906
	Computer & Accessories	33%	15,285,298	3,154,261		-	18,439,559
	Library Books	25%	650,083	45,681		-	695,764
	Name Board	25%	388,961	32,582		-	421,543
	Computer Software	25%	4,753,901	565,837		-	5,319,738
			72,757,254	10,709,174			83,466,518
			35,772,126				34,880,154

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
16	Debtors				
	Operational Debtors	16.1	304,695	285,195	174,195
	Staff Loan Granted	16.2	7,577,725	7,171,506	7,163,067
			7,882,420	7,456,701	7,337,262
17	Deposits & Receivables				
	Advance For Staff Officers and Others	17.1	488,527	481,287	520,180
	Claim Receivable From Outside Institutes	17.2	2,988,766	2,680,769	1,851,903
	Claim Receivable From Staff Members		444,679	236,179	48,394
	Pre payments	17.3	74,092	11,169	46,218
	Personal Dialog Bill Recovery		23,754	17,303	10,492
	Recoverable NVQ Certificate Printing Expenses	17.4	1,067,213	500,352	500,352
	Advance Payment on Public Sector Grants			126,500	322,152
	Advance Payment on Disable Grants			-	711,995
			5,087,031	4,053,559	4,011,686

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
18	Inventory				
	Inventory - Record Books		614,842	549,963	790,873
	Inventory - Stationery		704,258		
	Inventory - Certificate		797,900		
			1,319,100	549,963	790,873
19	Cash & Cash Equivalents				
	Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		5,247,176	4,364,813	334,756
	Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		7,976,652	38,712	897,346
	Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		180,789	365,062	353,015
	Call Deposit		4,147,135	3,896,924	7,213,557
			17,551,752	8,665,511	8,798,674
20	Translation Reserve				
	Translation Reserve -Beginning of the year		-1,316,891	625,948	(1,484,629)
	Opening balance Adjustment (TVET Guide Income)		33,731	-	20,000
	Over/ under provision adjustment		219,469	-	-
	Net Surplus (Dificit) For the Year		-15,982	(1,947,804)	2,250,877
	Opening balance Adjustment			(7)	5
	Prior Year Adjusment		1,378,797	4,972	(160,305)
			299,124	(1,316,891)	625,948
21	Deferred Income				
	Deferred Income -Beginning of the year		35,772,127	46,246,950	35,248,338
	Accumulated Depreciation Adjustment		33,732	-	-
			35,805,859	46,246,950	35,248,338
	Add:-Property , Plant & Equipments		4,453,970	999,690	21370929
	Assets granted by the project		5,329,500	650,262	
			45,589,329	47,896,902	56,619,267
	Less: Net Value of -Disposed Fixed Assets				
			45,589,329	47,896,902	56,619,267
	Less:Charged to the Financial Performance in the Year		10,709,174	12,124,776	10372317
	Deferred Income -End of the year		34,880,155	35,772,126	46,246,950
22	Creditors				
	Operational & Other Creditors		7,175,841	1,683,702	3,074,795
			7,175,841	1,683,702	3,074,795

TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NOTES FOR THE STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED 31ST DECEMBER 2016

		SUB NOTE	2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
23	Refundable Deposit & Payables				
	Payable to Treasury	23.1	600,087	151,566	167,366
	Payable to Inland Revenue Department	23.2	48,251	129,251	22,410
	Refundable Project Grants	23.3	4,768,448	3,669,455	3,756,632
	Personal Emoluments Payable	23.4	950,530	7,229	-
	Tender Deposits Payable		181,428	70,300	125,113
	Audit Fee Payble		1,170,080	920,080	670,080
	Retention Money		162,091	85,110	261,540
	VET Plan Preparation			690,444	690,444
	Deposit for QMS		15,000	15,000	15,000
	Research & Other Payable		3,427,229	1,459,848	1,739,007
	Transfer Account		743,524		
	Cheque Cancelation Account		70,367		
	Vocational Training Authority (Over payment for certificates)		84,595		
			12,221,630	7,198,283	7,447,592

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
01.1	Capital Grant -Rehabilitation			
	Building & Structures	100,000	550,000	650,000
	Plant, Machinery & Equipment	460,000	385,000	310,000
	Vehicles	1,000,000	300,000	1,280,000
		1,560,000	1,235,000	2,240,000
01.2	Capital Grant -Acquisition of Property , Plant & Equipments			
	Vehicles			-
	Furniture & Office Equipments	474,000	110,135	620,249
	Plant, Machinery & Equipment	3,929,970	838,954	2,292,842
	Others	50,000	50,601	49,000
		4,453,970	999,690	2,962,091
01.3	Capital Grant -Capacity Building			
	Development of Competency Standards	900,000	1,200,000	920,000
	Conduct Research For TVET Sector	800,000	400,000	1,200,000
	VET Plan Implementation-Public Sector		950,000	1,358,000
	Financial Assistance For Private Sector	800,000	500,000	1,700,000
	Financial Assistance For Vulnerable People	500,000	800,000	719,909
	Preparation of Sector VET Plan	2,098,325	1,500,000	1,100,000
	Development of Provincial VET Plan	675,705	465,310	2,900,000
		5,774,030	5,815,310	9,897,909
02.1	ILO Grants			
	I LO Grants for VET Plan Preparation		162,800	792,283
			162,800	792,283
02.2	Short Term Programme (Local) & Foreign)			
	Ministry of Youth Affairs *Soft Skilld)	5,147,654		16,686,351
	Foreign Programme - Nepal Programme	191,238	291,127	
	Short term locals Programme	978,500		
	Touch Your Future	717,060		
	WUSC	732,350		
	Bangladesh	171,241		
	UNFPA	1,305,000		
		9,243,043	291127	16,686,351
02.3	Skills Sector Development Division			
	SSDD Grants	34,255,793	27,030,236	8,712,940
		34,255,793	27,030,236	8,712,940
03.1	Institutes Registration Fees			
	Institute Registration Fees	1,847,500	1,782,000	2,246,400
	Institute Grading Fees	1,000	1,500	3,000
	Penalty on Institute Registration	52,800	8,700	215,100
		1,901,300	1,792,200	2,464,500

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
03.2	Courses Accreditation Fees			
	Accreditation Fees	1,881,900	1,672,300	2,009,000
	Evaluation Fees	1,490,000	425,000	66,100
		3,371,900	2,097,300	2,075,100
03.3	NVQ Certificate & Other Income			
	NVQ Certificate - New	1,958,190	1,568,830	791,635
	NVQ Certificate - Reprinting	45,225	27,600	16,200
	NVQ Certificate Printing - Duplicate	18,000	11,500	17,000
	NVQ Mapping Fees	205,000	119,000	158,000
	Preprinting cost	661,220		
	NVQ Assessment Fee	211,000	128,800	139,400
	NVQ Exam Fees	1,704,750	2,285,060	2,270,580
		4,803,385	4,140,790	3,392,815
	Less : NVQ Certificate printing expenses		-	1,261,900
	NVQ Exam Expenses		-	
		4,803,385	4,140,790	2,130,915
03.4	Assessors Registration Fees			
	NVQ Assessors Registration Fees	56,500	57,250	25,500
	NVQ Assessor Licence Fees		312,000	-
		56,500	369,250	25,500
03.5	Sales of Publications			
	CBT Standard Sales	45,000	149,250	15,370
	CBT Curriculum Sales	685,275	509,675	576,978
	VET Plan Sales	8,000	7,800	2,400
	TVET Guide Sales	16,900	11,000	28,500
	LMI Books Sales	20,400	9,450	8,100
	TVEC Theme Song CD Sales		-	250
	Sale of Building Career Book	772,900		
	Sale of Advanced Career Bbook	25,000		
	Sale of Developing Career Book	4,900		
	Sale of Grammer Book	600		
	Sale of Poetry Book	450		
		1,579,425	687,175	631,598
	Less: CBT Selling Expenses		-	67,950
	Standard Printing Expenses	27,900	97,500	
	Commission on Standard Selling	33,678	32,909	47,468
		1,517,847	556,766	516,180

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
03.6	Net Income From Records Books			
	Record Books Sales	3,296,275	2,683,975	2,191,950
	Opening Stock of Records Books	549,963	790,873	184,201
	Trainee Record Books Printing	1,955,800	1,143,500	1,750,750
	Commission on Record Books Sales	164,025	137,669	110,846
		2,669,788	2,072,042	2,045,797
	Less : Closing Stok of Trainee Record Books	614,842	549,963	790,873
	Less:Total Cost of Record Books Printing	2,054,946	1,522,079	1,254,924
		1,241,329	1,161,896	937,026
09.1	Printing, Stationery & Office Requisites			
	Stationery & Office Requisites	2,639,879	2,723,716	2,219,750
	Printing Charges	198,528	123,370	328,895
	Advertismment Expenses	419,975	701,009	1,123,673
		3,258,382	3,548,095	3,672,318
09.2	Fuel Expenses			
	Fuel & Lub. for Assign MV	1,318,549	1,015,193	2,318,170
	Fuel & Lub. for Pool MV	1,030,117	752,173	662,262
	Fuel & Lub. for Off. Transport MV		-	-
		2,348,666	1,767,366	2,980,432
10.3	Motor Vehicle Insurance & Maintenance			
	MV Maintenance Expenses KE - 0488	120,165	211,623	271,749
	MV Maintenance Expenses KB - 9869	162,862	263,297	218,211
	MV Maintenance Expenses KF-6350	389,502	290,123	243,688
	MV Maintenance Expenses KF-7354	68,353	83,077	131,154
	MV Maintenance Expenses 18-1901	14,037	10,909	11,466
	MV Maintenance Expenses PB 4729	209,968	415,244	349,565
	MV Maintenance Expenses 57-7603	184,589	153,548	107,378
	MV Maintenance Expenses PD- 2405	204,415	445,299	373,241
	MV Maintenance Expenses KR- 7697	181,381	30,797	213,493
	MV Maintenance Expenses KS- 2350	266,495	263,026	248,544
	MV Maintenance Expenses KS- 2645	210,354	230,870	130,151
	MV Maintenance Expenses NB- 2942	370,774	314,574	395,244
	MV Maintenance Expenses PE-0572	381,947	289,885	291,647
	MV Maintenance Expenses NC-0021	234,221	104,706	14,820
	MV Maintenance Expenses PF -6302	448,027	110,642	
		3,447,090	3,217,620	3,000,351

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
13.1	Institute Registration Expenses			
	Institute Registration Evaluation Fees	780,286	774,457	699,095
	Travelling (Fuel) expenses for Institute Registration	52,445	76,360	84,262
	Evaluation & Registration Program	20,970	12,400	10,050
		853,701	863,217	793,407
13.2	Financial Grants			
	Financial Assistants - Public	126,500	1,509,929	1,663,240
	Financial Assistants - Private	856,835	795,973	1,521,044
	Financial Assistants - Vulnerable	335,100	1,171,655	1,152,875
		1,318,435	3,477,557	4,337,159
13.3	Accreditation Expenses			
	Course Evaluation Fees	819,400	676,832	662,000
	Fuel Expenses for Accreditation	163,879	177,727	287,350
	Accreditation Program	58,000	800,374	464,508
		1,041,279	1,654,933	1,413,858
13.4	NVQ Programmes Expenses			
	NVQ Programmes	610,560	656,682	540,598
	NVQ Assessments Support	803,803	569,152	806,050
	Promotional Programs	123,850	558,155	2,454,493
	ISO Certification and Implementation	163,616	122,100	109,455
	NVQ Assessment Fee	24,872,078	11,041,789	5,713,274
	NVQ Exam Fee	2,268,500	1,553,184	1,529,580
	NVQ Certificate Printing	2,107,870	694,200	
	NVQ Online System	430,000		
		31,380,277	15,195,262	11,153,450
13.5	Sector VET Plan Perpetration Expenses			
	VET Plan - New	690,098	1,571,360	920,492
	Vet Plan - Update	1,917,440	-	107,100
		2,607,538	1,571,360	1,027,592
13.6	LMI & TVET Guide Expenses			
	LMI Bulletin / News Letter - Printing	422,756	582,110	786,580
	LMI Data Coding & Entry Fees	346,978	264,772	265,276
	TVET Guide Printing	241,250	282,076	388,756
	LMI / News letter postal charges	428,113	85,430	50,355
	Other Expenses (TVET Guide)		-	6,450
	UNEVOC activities	1,850	3,143	110,868
	LMI Survey		131,055	322,046
		1,440,947	1,348,586	1,930,331

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
14.1	ILO Expenses			
	VET Plan Implementation			
	VET Plan Implementation		162,800	792,283
			162,800	792,283
14.2	Short Term Programme (Local/Foreign)			
	UNICEF Programme		-	325,275
	Touch Your Future Programme	729,835	42,107	12,007,324
	Youth Conference		-	1,386,535
	UNFPA	1,325,973	-	2,967,217
	Bangladesh Programme	165,692	291,127	
	Soft skills programme (Budget Proposal)	5,007,654		
	Afgan Programme	63,650		
	Nepal Programme	109,856		
	WUSC	494,945		
	Other	13,175		
		7,910,780	333,234	16,686,351
14.3	Skills Sector Development Programme			
	Baseline Survey	335,444	6,003,996	3,496,170
	Accreditation Policy	155,100	1,009,960	2,674,572
	NCS & GNVQ	240,801	844,939	524,105
	Quality Management System	2,886,866	2,279,345	1,566,274
	Other	5,122,068	1,885,884	451,819
	LMIS & Skills Report	1,083,764	3,364,189	-
	Allowances	623,349	684,458	-
	Staff Training & Development	4,148,355	10,402,224	-
	Registration of Training Institutes	521,810	444,240	-
	Assessment Fee	463,844	111,001	-
	Soft Skills	1,957,951		
	Development of 8th Floor	1,315,075		
	Research	968,035		
	Sector Councils	14,201,077		
	Englsh Programme	232,254		
		34,255,793	27,030,236	8,712,940

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

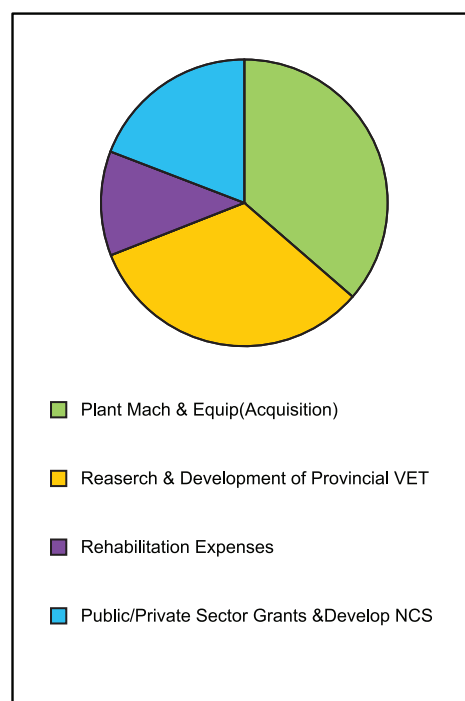
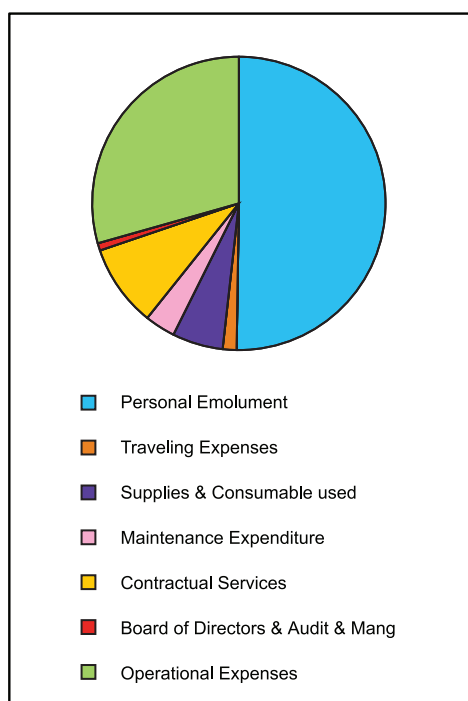
		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
16.1	Operational Debtors			
	ATC Computer Institute			-
	Sakura Computer Institute	167,895	167,895	167,895
	Sundry Debtors	136,800	117,300	6,300
		304,695	285,195	174,195
16.2	Staff Loan Granted & Advance Recoverable			
	Commission Loan Granted to Staff	1,332,488	1,565,151	1,454,564
	Distress Loan	6,184,465	5,548,283	5,597,803
	Tsunami Special Loan	39,000	39,000	39,000
	Festival Advance	11,050	11,550	63,800
	Special Advance	10,722	7,522	7,900
		7,577,725	7,171,506	7,163,067
17.1	Advance For Staff Officers and Others			
	Advance for Staff Officers	488,527	481,287	520180
		488,527	481,287	520180
17.2	Claim Receivable From Outside Institutes			
	Others		-	5,041
	Ministry of Youth Affairs	1,147,005	1,156,104	1,123,118
	SSDD	1,841,761	1,524,665	723,744
		2,988,766	2,680,769	1,851,903
17.3	Pre payments			
	Pre Payment of Cash in Transist Insurance	11,556	11,169	11232
	Pre Payment Service Agreements	62,536	-	34986
		74,092	11,169	46218
17.4	Recoverable NVQ Certificate Printing Expenses			
	Recoverable from NAITA	429,431	210,983	210,983
	Recoverable from VTA		38,180	38,180
	Recoverable from NYSC	16,800	16,800	16,800
	Recoverable from DTET	254,968	159,639	159,639
	Recoverable from CGTTI	74,750	74,750	74,750
	NGO Public and Private Institute	291,264		
		1,067,213	500,352	500,352

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

		2016 (Rs.)	2015 (Rs.)	2014 (Rs.)
22.1	Creditors			
	Operating Creditors	7,175,841	1,683,702	2,798,721
	Creditors -Staff		-	241,925
	Other Creditors		-	34,149
		7,175,841	1,683,702	3,074,795
23.1	Payable to Treasury			
	Royalty Deducted	600,087	151,566	167,366
	Nopay Deductions		-	-
		600,087	151,566	167,366
23.2	Payable to Inland Revenue Department			
	Withholding Tax Deducted	10,700	50,900	14100
	Stamp Duty Deducted	36,600	9,000	8310
	PAYE Tax Deducted	951	69,351	-
		48,251	129,251	22410
23.3	Refundable Project Grants			
	RUEDA Returnable Grants	48,923	48,923	48,923
	ILO Returnable Grants	3,103,402	3,103,402	3,266,202
	Short Term Returnable Grants (Foreig/Local)n)	1,612,631	471,531	438,015
	TEDP Returnable Grants	3,492	3,492	3,492
	Ministry of Youth Affairs and Skills Development		42,107	-
		4,768,448	3,669,455	3,756,632
23.4	Personal Emoluments Payable			
	Overtime & Holiday Pay	13,217	7,229	-
	ETF	122,258	-	-
	EPF	815,055	-	-
		950,530	7,229	-

Financial Highlights

Recurrent Expenditure		Capital Expenditure	
	(Rs.)		(Rs.)
Personal Emolument	59,632,035	Plant Mach & Equip(Acquisition)	4,453,970
Traveling Expenses	1,813,491	Reaserch & Development of Provincial VET	4,002,226
Supplies & Consumable used	6,638,910	Rehabilitation Expenses	1,443,053
Maintenance Expenditure	3,996,515	Public/Private Sector Grants & Develop NCS	2,348,101
Contractual Services	10,757,571		
Board of Directors & Audit & Mang	969,480		
Operational Expenses	34,877,340		
Books Printing Expenses	2,119,825		
Total	120,805,167	Total (Rs.)	12,247,350



TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

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	16	70,966.00	567,728
Keerthi W.G.S.A.	5	2001.02.01	16	29,104.00	232,832
Jeewantha N,W,G.N.	6	2001.02.01	16	32,740.00	261,920
Sirisena K.	9	2001.02.05	16	26,710.00	213,680
De Silva R.N.P.	10	2001.03.01	16	29,104.00	232,832
Manjula D.B.R	11	2001.03.01	16	32,740.00	261,920
Udayakanthi Y.P.S.	12	2001.02.01	16	32,740.00	261,920
Asanka Rangana M.N.	15	2001.09.03	16	24,228.00	193,824
Hagodarachchi G.K..	20	2001.11.01	16	29,456.00	235,648
Edirisooriya M.L.N.S.	22	2001.11.02	16	55,263.00	442,104
Indika Sampath H.B.	24	2001.11.16	16	32,740.00	261,920
Amarasekara P. S.	25	2001.11.15	16	26,006.00	208,048
Dinesh B.K.S.	26	2001.11.16	16	26,182.00	209,456
Ajith Kusum P.P.	28	2001.12.03	16	53,019.00	424,152
Sunil P.K.	29	2001.12.18	16	62,962.00	503,696
Anura Weerakoon W.M.T.	31	2002.07.01	15	53,019.00	397,643
Jayathilake P.C.P.	32	2002.08.01	15	74,152.00	556,140
Wijesekara S.	40	2005.04.20	11	25,654.00	141,097
Kumara W.V.P.C.J.	41	2005.05.16	11	24,142.00	132,781
Perera V.	43	2005.06.15	11	68,298.00	375,639
Thirvnaukkarasu S.	46	2005.01.04	12	45,683.00	274,098
Gunathilake P.M.C.P.	47	2005.01.18	11	41,368.00	227,524
Widana Kankanamge D.H.	48	2005.01.03	11	45,683.00	251,257
Ganepola G.A.M.U.	49	2005.01.02	11	43,094.00	237,017
Dharmasena U.A.P.	51	2005.01.03	11	38,648.00	212,564
De Silva M.D.C.	56	2005.10.06	11	27,696.00	152,328
Samaraweera R.J.	57	2005.11.21	11	48,531.00	266,921
Bandula P.	58	2006.02.20	10	25,654.00	128,270
Amarasinghe A.S.	60	2006.05.16	10	56,385.00	281,925
Kumara G.G.S.	62	2006.07.14	10	23,900.00	119,500
S.U.K.Rubasinghe	65	2007.02.02	9	57,626.00	259,317
M.Vidanapathirana	66	2007.02.02	9	46,546.00	209,457
C/F					8,735,157

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

Schedule 01-Gratuity Provision

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
B/F					8,735,157
J.A.D.J.Jayalath	68	2007.08.01	9	66,964.00	301,338
P.P.P.Nanayakkara	70	2007.10.15	9	45,683.00	205,574
W.A.W.C.Premarathna	71	2007.11.01	9	57,626.00	259,317
W.J.L.A.Damayanthi	72	2007.12.12	8	43,957.00	175,828
G.D.K.V.S.Mangala	73	2008.02.01	8	24,458.00	97,832
R.G.A.T.Kumara	74	2008.11.03	8	25,550.00	102,200
N.D.Wijesekara	75	2008.11.03	8	25,550.00	102,200
S.S.Kalpage	76	2008.11.03	8	24,232.00	96,928
G.C.J..De Silva	78	2009.09.01	7	25,374.00	88,809
K.T.Amarasinghe	80	2009.11.30	7	25,726.00	90,041
D.M.S.J.Siripala	81	2009.11.30	7	25,726.00	90,041
Vindya Hansani	83	2011.04.05	5	25,022.00	62,555
K.S.Sameera	84	2011.08.01	5	23,984.00	59,960
G.C.S.M.Nanayakkara	85	2011.08.01	5	23,984.00	59,960
B.S.J.Vipulsi	86	2012.01.02	5	38,947.00	97,368
H.M.A.D.K.Herath	87	2012.01.02	5	40,561.00	101,403
D.N.I.D.De Silva	90	2012.01.02	5	38,947.00	97,368
Chandi Menaka	91	2012.03.01	4	24,846.00	49,692
A.P.Indrani	92	2012.03.01	4	22,294.00	44,588
I.G.Kalpa Udara	93	2012.07.10	4	38,947.00	77,894
P.Muthukumarana	94	2012.11.03	4	32,740.00	65,480
H.G.K.N.Bandara	97	2013.02.01	3	41,368.00	62,052
C.H.W.Darshanika	98	2013.03.01	3	24,670.00	37,005
P.G.S.Chaturangani	99	2013.06.06	3	24,670.00	37,005
K.D.L.P.Karunadasa	101	2013.07.15	3	38,947.00	58,421
T.A.W.Madushani	103	2013.07.15	3	27,242.00	40,863
K.W.A.Anuruddika	104	2013.07.15	3	26,078.00	39,117
N.L.S.Dayaratne	105	2013.09.02	3	22,732.00	34,098
B.G.N.Kamalpriya	106	2013.09.10	3	23,668.00	35,502
Udawatta G.J.	107	2014.01.16	3	32,740.00	49,110
Dayaratne E.W.S.M.	108	2014.01.20	3	27,242.00	40,863
Wijebandara H.R.M.U.	109	2014.01.27	3	38,947.00	58,421
Mathan R,	110	2014.01.27	3	40,561.00	60,842
Delpachitra N.T.K.	111	2014.01.30	2	25,726.00	25,726
De Silva E.A.K	112	2014.02.10	2	40,561.00	40,561
Madushika K.H.T.	115	2014.07.15	2	24,318.00	24,318
C/F					11,705,433

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

Schedule 01-Gratuity Provision

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
B/F					11,705,433
Samarawickrama C.C.K.	116	2014.08.01	2	26,981.00	26,981
Handapangoda B.C.	117	2014.09.15	2	38,947.00	38,947
Kumara H.L.K.S.	118	2014.09.22	2	23,510.00	23,510
Kariyawasam P.D.S.	119	2014.10.01	2	44,820.00	44,820
S.N.Weragala	120	2015.06.02	1	26,720.00	13,360
A.H.N.Sandamali	122	2015.06.03	1	26,720.00	13,360
H.A.D.Darshika	123	2015.06.04	1	26,720.00	13,360
K.H.A.E.Deepthi	124	2015.06.05	1	26,981.00	13,491
L.K.Kohomban	125	2015.06.06	1	26,720.00	13,360
N.H.S.Darshana	126	2015.06.07	1	26,720.00	13,360
S.B.Karunanayaka	128	2015.06.08	1	25,726.00	12,863
B.L.K.P.Sandeevani	129	2015.06.09	1	24,142.00	12,071
I.M.G.H.Lakmal	131	2015.07.08	1	22,294.00	11,147
H.M.V.N.Herath	132	2015.07.22	1	25,726.00	12,863
					11,968,926

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

Schedule -02 Festival Advance

NAME	AMOUNT (Rs.)
B.S.J.Vipulsi	6,250
G.D.N.M.Perera	2,000
B.H.S.Suraweera	500
D.W.Suranga	300
A.P.S.Taraka	2,000
	11,050

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

Schedule 03-Staff Loan

NAME	AMOUNT (Rs.)
J.M.CM.Jayawardana Manike	40,000
B.K.Sriyantha Dinesh	27,760
P.P.K.Ajith	16,680
D.W.Suranga Dammika	19,445
G.A.M.U.Ganepola	33,312
Indika Sampath	37,476
K.Sirisena	50,178
N.W.G.N.Jeewantha	40,250
P.Bandula	45,804
P.S.Amarasekara	38,864
R.N.P.de Silva	42,796
R.Semasinghe	147
S.S.Kalpage	30,490
W.P.M.P.Premachndra	41,640
Y.P.S.Udayakanthi	16,656
D.B.R.Manjula	24,984
Champika J.Kumara	24,984
A.S.Amarasinghe	35,913
Sadda Mangala	37,476
M.Vidanapathirana	23,596
Asanka Rangana	20,455
U.A.P.Dharmasena	4,164
P.P.P.Nanayakkara	11,104
R.G.A.T.Kumara	6,940
S.U.K.Rubasinghe	19,460
D.M.S.J.Siripala	4,164
G.K.Hegodaarachchi	37,476
Amarasinghe K.T.	31,892
S.Wijesekara	44,412
D.C.de Silva	38,868
G.G.Saman Kumara	25,700
Vipulsi B.S.J.	16,656
M.L.N.S.Edirisooriya	27,760
N.D.Wijesekara	45,810
W.A.V.Hansani	13,880
U.P.C.Menaka	38,864
G.C.S.M.Nanayakkara	20,820
Kalpa Udara	2,776
Darshanika C.A.W	27,760
T.A.W. Madushani	30,504
C/F	1,097,916

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

Schedule 03-Staff Loan

NAME	AMOUNT (Rs.)
B/F	1,097,916
E.A.K.De Silva	18,044
P.G.A.S.Chaturangani	23,596
K.A.W.Anuruddhika	22,208
G.C.J.De Silva	38,864
D.A.N.I.D.Silva	38,864
K.D.L.P. Karunadasa	44,416
R.J.Samaraweera	12,492
T.Senthuran	36,088
	1,332,488

Schedule 04-Tsunami Loan

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

Schedule 05-Distress Loan

NAME	AMOUNT (Rs.)
Ajith Kusum	83,340
B.K.Sriyantha Dinesh	38,828
Asanka Rangana	81,761
Indika Sampath	78,740
K.Sirisena	180,998
N.W.G.N.Jeewantha	185,972
P.Bandula	170,552
P.S.Amarasekara	167,713
R.N.P.de Silva	181,920
U.G.Palitha	46,702
W.P.M.P.Premachndra	133,312
S.U.K.Rubasinghe	70,804
R.G.A.T.Kumara	18,512
Y.P.S.Udayakanthi	209,360
S.Wijesekara	26,873
W.K.Bernard	49,036
M.D.C.de Silva	176,418
Champika J.Kumara	66,588
A.S. Amarasinghe	199,969
P.P.P. Nanayakkara	174,972
C/F	2,342,370

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31ST DECEMBER 2016

Schedule 05-Distress Loan

NAME	AMOUNT (Rs.)
B/F	2,342,370
M.Vidanapathirana	141,609
Amarasinghe K.T.	176,946
D.K.W.S.Mangala	77,960
G.C.J.De Silva	72,478
R.J.Samaraweera	141,644
Anura Weerakoon	154,142
D.W.N.Gunasiri	5,512
T.Senthuran	212,466
Suminda Arunakeerthi	72,326
J.A.D.J.Jayalath	4,166
D.B.R.Manjula	108,732
G.K.Hegodaarachchi	116,040
Perera V.	183,304
G.G.Saman Kumara	50,912
U.A.P.Dharmasena	186,188
G.A.M.U.Ganepola	158,308
N.D.Wijesekara	155,805
S.S.Kalpage	99,056
P.C.P.Jayathilake	74,988
Widana Kankanamge D.H.	124,980
W.A.V.Hansani	76,362
Siripala J.	43,966
C.H.W.Darshanika	157,441
Kalpa Udara	116,401
P.D.S.Kariyawasam	233,296
Jayawardana Manike	229,128
T.A.W.Madushani	184,648
K.A.W.Anuruddhika	178,003
U.P.C.Menaka	99,502
Edirisooriya M.L.N.S.	205,786
	6,184,465

TERTIARY AND VOCATIONAL EDUCATION COMMISSION
FINANCIAL HIGHLIGHTS 2016

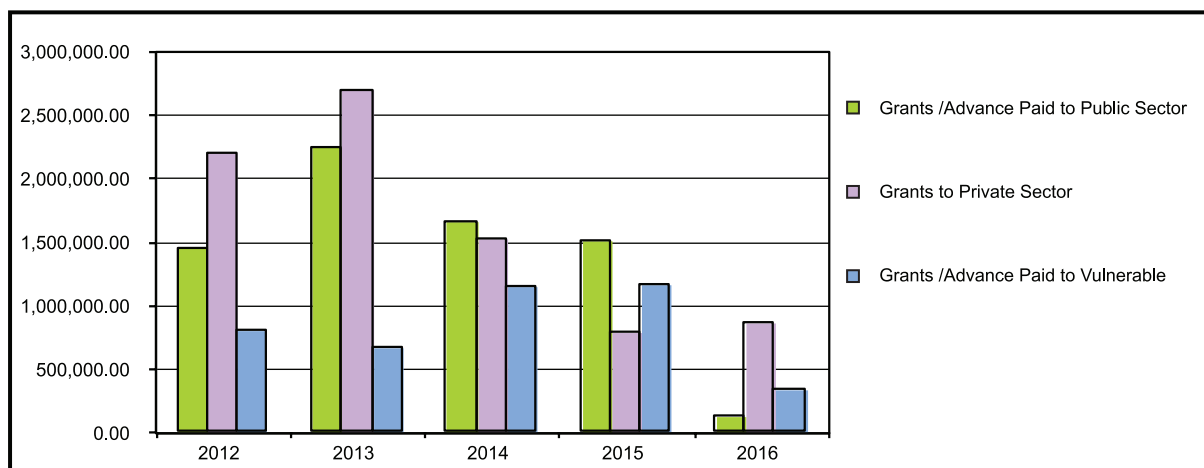
CATEGORY/OBJECTIVE TITLE	ESTIMATES Rs.'000	ACTUAL EXPEND- -ITURE Rs.'000	PERCENTAGE %
CAPITAL EXPENDITURE			
Acquisition of fixed Assets			
Furniture & Office Equipment	640	437	68
Plant & Machinery/Computer & Accessories	4,120	3,968	96
Library Books	50	49	98
	4,810	4,454	93
Rehabilitation and improvements			
Building & Structures	720	68	9
Plant & Machinery	460	460	100
Vehicles	1,000	916	92
	2,180	1,444	66
Development Capital Expenses			
Public Sector Grants	800	126	16
Revision of National Competency Standards	900	1,030	114
Financial Assistant to Private Sector Training Institute	1,000	856	86
Conduct Researches	800	868	109
Financial Assistant to promote training for vulnerable people	500	335	67
Development of Provincial VET Plan	698	527	76
Development of Sector VET Plan	2,662	2,607	98
	7,360	6,349	86
Total Capital Expenditure	14,350	12,247	85
RECURRENT EXPENDITURE			
Salaries & Wages	53,082	49,008	92
EPF Contribution Expenses	6,420	5,686	89
ETF Contribution Expenses	1,605	1,441	90
Gratuity	418	-	-
Overtime & Holiday Pay	1,400	1,261	90
Payment for Trainees	1,750	1,337	76
Chairman Allowance	900	900	100
	65,575	59,633	91
Traveling Expenses			
Domestic	500	469	94
Foreign	1,400	1,345	96
	1,900	1,814	95
Supplies & Consumables used			
Printing, Stationery & Office Requisites	4,360	3,264	75
Fuel Expenses	2,385	2,349	98
Transport Expenses	13	9	69
Uniform	126	126	100
Newspapers & Magazine Expenses	120	115	96
Other Service Expences	300	172	57
Entertainment Expenses	318	315	99
	7,622	6,350	83

CATEGORY/OBJECTIVE TITLE	ESTIMATES Rs.'000	ACTUAL EXPEND- -ITURE Rs.'000	PERCENTAGE %
RECURRENT EXPENDITURE			
Maintenance & Expenses			
Vehicle Maintenance and Insurance	3,442	3,447	100
Plant & Machinery	140	141	101
Building & Structure	40	24	60
Computer Maintances	150	217	145
Mechanical & Electronic Goods	110	106	96
General Maintenace	100	61	61
	3,982	3,996	100
Contractual Services			
Telecommunication	2265	2,585	114
Postal Charges	492	527	107
Electricity Expenses	3315	2,740	83
Water	200	157	79
Rates & Taxes& Rent	140	190	136
Security Charges	1234	1,232	100
Janitorial Charges	1332	1,329	100
Audit Fees *	250	250	100
Legal Charges	167	163	98
Staff Welfare	300	290	97
Subcription & Member Fees - Domestic & Foreign	60	46	77
Staff Training & Development	1000	860	86
Money Transist Insurance	17	14	82
Service Agreements	800	664	83
	11,572	11,047	95
Operational Expenses			
Institute Registration Expenses	1000	854	85
Accreditation Expenses	1400	1,041	74
NVQ Programmes Expenses	31111	31,380	101
LMI Expenses	1927	1,441	75
Financial Assistant Monitoring & Coordination Expenses	50	44	88
Translation Fees	158	117	74
Honorarium (Board of Directors & Audit & Management)	1,350	969	72
Books Printing Expenses	1,975	2,119	107
	38,971	37,965	97
Total Recurrent Expenditure	129,622	120,805	93

Financial Highlights

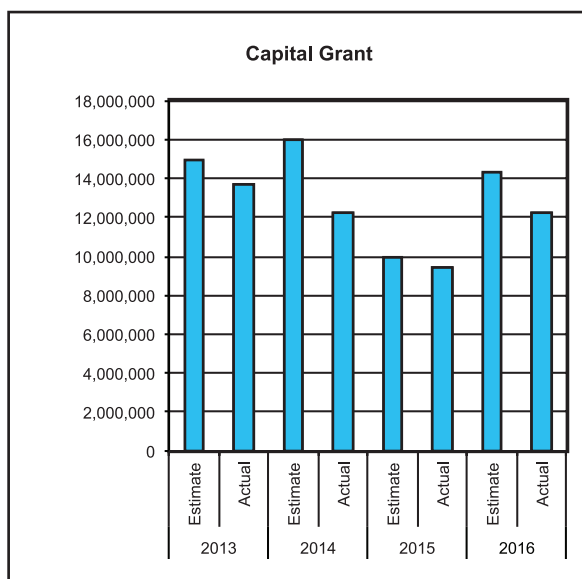
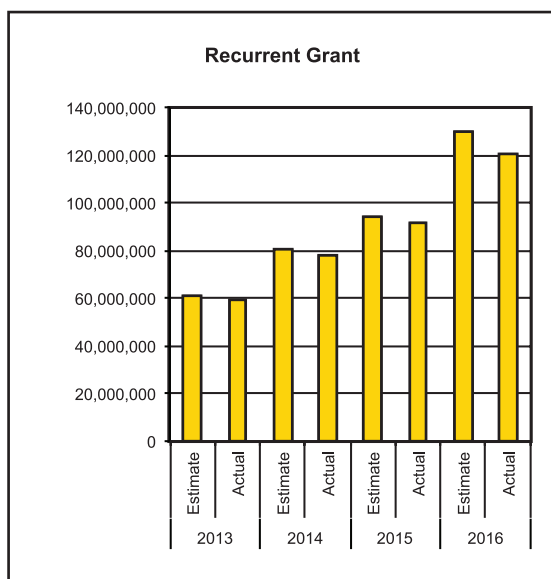
Grants to Public & Private Sector Institutes

	2012	2013	2014	2015	2016
Grants /Advance Paid to Public Sector	1,446,652	2,252,249	1,663,240	1,509,929	126,500
Grants to Private Sector	2,196,298	2,701,650	1,521,044	795,973	856,835
Grants /Advance Paid to Vulnerable	798,515	661,995	1,152,875	1,171,655	335,100
Total (Rs.)	4,441,465	5,615,894	4,337,159	3,477,557	1,318,435



Budget Estimates and Actual Expenditure

	2013		2014		2015		2016	
	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Recurrent Grant	60,957,000	59,621,381	80,437,000	77,891,733	94,000,000	91,524,424	129,622,000	120,805,167
Capital Grant	15,000,000	13,715,516	16,000,000	15,114,748	10,000,000	9,423,545	14,350,000	12,247,350
Grant Return Received		401,908		47,325				
Total (Rs.)	75,957,000	73,738,805	96,437,000	93,053,806	104,000,000	100,947,969	143,972,000	133,052,517





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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No.

07 FEB 2018
07 FEB 2018
07 FEB 2018

දිනය
திகதி
Date

2018 ජනවාරි 17 දින

අධ්‍යක්ෂ ජනරාල්

තෘතීය හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව.

තෘතීය හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාවේ 2016 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 1971 අංක 38 දරන මුදල් පනතේ 14(2)(සී) වගන්තිය ප්‍රකාර විගණකාධිපති වාර්තාව

මාගේ සමාංක හා 2017 නොවැම්බර් 09 දිනැති ලිපියට යොමුවේ.

02. ඉහත සඳහන් ලිපිය සමඟ එවන ලද මාගේ වාර්තාවේ ඉංග්‍රීසි අනුවාදය මේ සමඟ එවා ඇත.

රී.ඒ.ඒ. ආනන්ද

නියෝජ්‍ය විගණකාධිපති

විගණකාධිපති වෙනුවට

- පිටපත් -
1. ලේකම්, නිපුණතා සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
 2. ලේකම්, මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය



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 judgment, including the assessment of the risks of material misstatement 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. Subsections (3) and (4) of Section 13 of the Finance Act, No.38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

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

1.4 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 2:2 of this report.

2. Financial Statements

2.1 Qualified Opinion

In my opinion, except for the effect of the matters described in paragraph 2:2 of this report the financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission as at 31 December 2016 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

The following observations are made.

- (a.) Although the furniture, computer accessories, and office equipment valued at Rs. 4,082,996 ordered in the year under review for which no payments had been made, had not been received by the Commission even up to 31 December 2016, those items had been accounted under fixed assets and creditors.
- (b.) According to the stock survey reports, the stock value of the Commission amounted to Rs. 2,117,000 as at 31 December 2016, but that value amounted to Rs. 1,319,100 in accordance with financial statements. As such, the closing stock balance had been understated by a sum of Rs. 797,900 in the financial statements.
- (c.) The printing cost for the year under review had been understated by a sum of Rs. 793,429, whilst the balance of the Accrued Expenses Account had been understated by a sum of Rs. 2,253,277.
- (d.) The Accrued Research Expenses Account had been understated by a sum of Rs. 562,960 by the end of the year under review.
- (e.) Due to failure in calculating the period of service accurately when making allocations for gratuity, a sum of Rs. 356,257 had been over allocated in respect of 21 employees.
- (f.) The stock containing 11,218 books and publications of 20 categories of which the cost had not been specified, had not been valued and brought to accounts.
- (g.) According to the policy on the depreciation of fixed assets disclosed with the financial statements, it had been mentioned that assets would be depreciated based on the date of purchase, but 15 fixed assets purchased in the year had not been



depreciated based on the date of purchase. Hence, the annual depreciation had been overstated by a sum of Rs. 1,321,721.

2.2.2 Unexplained Differences

The following observations are made.

- (a.) When the balance of fixed assets in accordance with the financial statements as at 31 December 2016 was compared with the Register of Fixed Assets, a difference of Rs. 4,082,996 was observed.
- (b.) According to the financial statements as at 31 December 2016, the balance of the Translation Reserve Account amounted to Rs. 229,124, but according to the ledger, that value amounted to Rs. 1,146,753, thus observing a difference of Rs. 917,629 between the financial statements and the ledger.

2.2.3 Lack of Evidence for Audit

The evidence required to confirm the following balances, had not been made available to audit.

<u>Subject</u>	<u>Value</u> Rs.	<u>Evidence not Made Available</u>
Creditors	7,175,841	Schedules and Age Analysis
Debtors	304,695	
Other expenses payable	3,427,229	
Funds receivable from other institutions	2,988,766	Age Analysis
Funds receivable from the staff	444,679	
Journal Vouchers for accrued expenses, balances of Prior Year Adjustment Accounts, etc.	14,241,296	Documentary evidence and particulars confirming the journal entries.
Total	<u>28,582,506</u>	

2.3 Accounts Receivable and Payable

The following observations are made.

- (a.) The sum of Rs. 1,123,118 reimbursable from the Line Ministry in respect of the Programme "Touch Your Future" held in the year 2014, had not been reimbursed even up to 17 April 2017.
- (b.) Action had not been taken even in the current year to recover a sum of Rs. 115,183 included in the employee loan balance and recoverable from 2 employees whose service had been dismissed in the years 2006 and 2010.

2.4 Non-compliances with Laws, Rules, Regulations, and Management Decisions

The following non-compliances were observed.

<u>Reference to Laws, Rules, and Regulations</u>	<u>Non-compliance</u>
(a.) Chapter III of the Tertiary and Vocational Education Act, No.20 of 1990 (i) Section 14 (I)	No institution for providing tertiary and vocational education shall be established, managed, maintained or administered without being registered under the Act. However, many of the other institutions being maintained in the island had not been registered under the said Act. According to a research conducted by the Institute in the year 2014, the number of institutions conducting training courses had been 2,701, and the number of educational institutions registered with the Commission, had been 1080 representing about 40 per cent. By 01 October 2017, the number of registered institutions had decreased to 692.

(ii) Section 15 (I)

The courses focusing on tertiary and vocational education being conducted by the institutions should be registered with the Commission. However, according to a research conducted in the year 2014, a number of 2,442 out of the overall 9,768 courses had been registered for National Vocational Qualifications representing 25 per cent. By 01 October 2017, the number of registered courses had decreased to 1625. The Institute had not followed a methodology to register all the training institutions and courses.

(b.) Financial Regulation of the Democratic Socialist Republic of Sri Lanka

(i) Financial Regulation 188 (2)

Although a period of 7-17 months had elapsed as at the date of audit, 30 April 2017 with respect to 14 cheques valued at Rs. 51,155 not realized within the specified duration despite being deposited in the bank, no investigation had been carried out in that connection.

(ii) Financial Regulation 396

Action had not been taken in terms of Financial Regulations on 44 cheques valued at Rs. 161,499 that remained expired for a period ranging from 6 months to 2 years and 5 months without being presented to the bank from the date of issue, 31 December 2016.

3. Financial Review

3.1 Financial Results

According to the financial statements presented, the operations of the Commission for the year ended 31 December 2016 had resulted in a deficit of Rs. 15,982 as compared with the corresponding deficit of Rs. 1,947,804 for the preceding year. As such, an improvement of the financial result amounting to Rs. 1,931,822 had been observed as compared with the preceding year. Despite the increase in the personnel emoluments, and operating expenses by sums of Rs. 11,253,233, and Rs. 25,403,602 respectively, the increase in the Government and project grants by a sum of Rs. 38,098,393 had mainly attributed to the improvement of the financial result.

An analysis on the financial result for the year under review and 4 preceding years indicated deficits for the years 2015 and 2016 despite the surpluses from the year 2012 to 2014. However, when employee remuneration and depreciation on non-current assets were adjusted to the financial result, the contribution for the year 2012 amounting to Rs. 41,489,597 had decreased to Rs. 39,198,869 in the year 2013. Nevertheless, the contribution had constantly increased from the year 2014 and reached Rs. 71,844,533 in the year 2016.

4. Operating Review

4.1 Performance

According to the Tertiary and Vocational Education Act, No.20 of 1990, the planning, co-ordination and development of the Tertiary and Vocational Education System, the award of nationally recognized Certificates and the maintenance of Training Standards had been cited as the objectives of the establishment of the Commission. The following matters were observed during the course of examination on the achievement of those objectives.

- (a) Section 11(4) of Chapter II of the Act states that plans should be prepared in respect of provinces. Nevertheless, a plan for vocational education had not been prepared for the Western Province even up to 30 June 2017. Furthermore, the Commission had not taken follow-up action to ensure that training activities had been carried out in other provinces in accordance with the plans prepared for those provinces, whilst failing to coordinate and update the development plans.
- (b) The National Vocational Qualifications (NVQ) had been introduced as a methodology to award nationally accepted certificates. Instead of supervising and monitoring that methodology, the Commission itself had carried out activities relating to the appointment of evaluators and making payments despite the lack of an adequate staff. As such, delays had occurred in all the activities such as, appointment of evaluators, evaluation, making payments to the evaluators, and issuance of certificates.
- (c) The Commission had not possessed a staff adequate enough to verify through institutional inspections that the training institutions and trainees comply with the Directives or Rules formulated under the Act. However, in order to execute the said activities, evaluators had been recruited to the National Apprentice and Industrial Training Authority that had been incorporated under Sections 50 and 51 of the same Act, but attention of the management had not been drawn even for getting the evaluations done by them.
- (d) Despite being targeted by the Commission to evaluate 400 Government and private institutions for new registrations, while evaluating 370 institutions for renewal of registration, only 259 and 339 institutions had been evaluated respectively.
- (e) According to the performance report, 503 courses of the Government sector, and 108 courses of the private and Non-Governmental Organizations had been evaluated for accreditation in line with national training standards during the year under review, but only 392 courses that had met the relevant criteria, had been accredited. Only 259 courses offered by the Government sector, private sector, and Non-Governmental

Organizations had been evaluated in order to renew the accreditation, and accreditation of 177 courses had been renewed therefrom.

(f) According to the targets of the Skills Sector Development Project, the skills commissions should commence generating income from the first year itself as per the business plan of those commissions. However, despite the lack of a methodology in that connection, a sum of Rs. 14,201,077 had been spent thereon in the year under review.

(g) A sum of Rs. 79 million had been allocated in the year under review on the project activities identified by the Skills Sector Development Project being implemented in respect of the skills sector. Although a sum of Rs. 34.25 million had been spent therefrom in the year, a performance report had not been furnished in accordance with the Action Plan of the project. The following observations are made in this connection.

- i. Manuals had not been prepared to guide the school dropouts to vocational training.
- ii. Despite the allocation of a sum of Rs. 8.5 million for updating the Management Information System and labour market information, 88 per cent therefrom had been saved as the relevant activities had not been executed adequately.
- iii. The activities such as, establishing that the National Vocational Qualification Levels of Sri Lanka are equal to the international levels in co-ordination with the authorities of 10 foreign institutions which are employing Sri Lankans, development of policies relating to vocational training sectors and students' affairs, and making proposals and recommendations based on the baseline survey and skill gap survey, had not been executed.

- iv. The activities such as, formulation of a gender policy for the field of vocational technology, and development and implementation of a professional promotional programme for promoting the image of tertiary and vocational education, had not been executed.
- (h) The National Apprentice and Industrial Training Authority had been tasked with the responsibility of formulating skills standards in terms of Section 37 (b) of the Act, and the Commission should validate them. Nevertheless, the Commission itself had formulated new skills standards in the year 2016, but those standards had not been formulated in compliance with standard methodologies with the cooperation of the industry.
- (i) The Levels from 1 to 7 had been identified with respect to National Vocational Qualifications. However, it was observed in accordance with the performance reports that the highest level of the certificates awarded to all of the vocational training institutions accredited in the year 2016, were of NVQ Level 6. Nevertheless, only 6 certificates had been issued for that Level, whilst only 87 certificates had been issued with respect to NVQ Level 5. Accordingly, it is observed that the produce of highly qualified persons through the National Vocational Qualifications, remains at a low level.
- (j) The Commission had implemented a methodology to provide financial aids with the objective of improving the vocational training courses offered by the Government and private institutions up to an accreditable level, but criteria acceptable for selecting institutions therefor, had not been decided. Furthermore, training centres in the Government sector had not been selected in the year 2016 for granting financial aids, whilst 03 centres in the private sector offering 04 courses had been selected for granting financial aids amounting to Rs. 856,835. However, due to delays in the selection process, no institution could reimburse the funds in the year 2016, and the amount not reimbursed even up to 30 March 2017 had been Rs. 336,910. Moreover, courses pertaining to 20 centres to which financial aids amounting to Rs. 3,565,280 had been granted in the years 2012-2016, had not been accredited as expected even up to the end of the year under review.

4.2 Operating Activities

The following observations are made.

- (a) The appointment of Evaluation Staff for the evaluation activities based on skills for the award of the National Vocational Qualifications to the vocational training institutions approved in the Government and private sector, and making payments on the evaluations had been assigned to the Commission with effect from the year 2013. Nevertheless, action had not been taken even up to the end of the year 2016 to identify correctly the requirement of the Evaluation Staff and appoint an adequate number of persons. The following matters were further observed in this connection.
- (i) Although 2,165 evaluators had been appointed from the year 2005 up to the end of the year 2015, information relating to them had not been updated in a timely manner to verify that they had been actively involved in service.
 - (ii) Although a period of 02-13 months had elapsed since the date of application for appointing evaluators in respect of 42 courses offered by the National Apprentice and Industrial Training Authority in order to conduct tests for awarding the national skills levels by 20 February 2017, those appointments had not been made by the Commission.
 - (iii) A period of 03-12 months had elapsed by 20 February 2017 since the date of appointing evaluators to conduct tests for awarding national skills levels. However, evaluations of the National Apprentice and Industrial Training Authority had not been carried out in 111 instances.

- (iv) As provision had been made without identifying the requirement accurately, the sum allocated in accordance with the Action Plan for paying to the evaluators in the year 2016 amounted to Rs. 14.45 million. However, according to the performance reports, a sum of Rs. 24.271 million had been paid.
- (b) As the computerized accounting system “Thibus” used by the Commission for its accounting activities, had been inoperative since May 2017, the inputted data had been completely destroyed. As the Commission had not followed the accepted safety precautions by saving the data outside the computer, the data that had been destroyed, could not be restored up to 31 August 2017. Furthermore, action had not been taken to identify the reasons that caused the destruction of data and the officers responsible therefor by launching an investigation in that connection. As a consequence of the destruction of data, the schedules relating to the creditors and expenses payable that should have been furnished to audit by 31 December 2016, could not be made available.

4.3 Contract Process

In order to make arrangements for the 8th floor of the building belonging to the Ministry for use of the Tertiary and Vocational Education Commission, a contractor had been assigned thereto on 24 November 2016 for a value of Rs. 6,575,375 subject to a contract period of one month. However, as the supply of facilities such as water, toilets, etc. to that floor had not been included into the estimate, the said floor could not be made use of even up to 31 May 2017.

4.4 Staff Administration

The following observations are made.

- (a) The approved cadre of the Commission had been 116 for the year under review, but the actual cadre had been 96, thus indicating 20 vacancies. The post of Administrative Officer, being an essential post, had also been in those vacancies.

(b) In terms of Section 4.1.1 of the Scheme of Recruitment, the internal applicants applying for the posts of managerial level, should complete a satisfactory service period of 05 years in Grade I of the junior management level. However, 06 internal applicants who had not met the said service requirement, had been appointed for the posts of Assistant Director. Furthermore, the Board of Interview had granted marks in respect of additional qualifications and experience in a manner private to each applicant.

4.5 Utilization of Funds

The saving of foreign financial aids amounting to Rs. 3,155,817 received from 03 projects on miscellaneous activities, had been invested in a fixed deposit without a proper plan.

5. Accountability and Good Governance

5.1 Internal Audit

The approved cadre of the Internal Audit Unit had been 05, but 02 posts of Assistant Director had remained vacant therefrom. As such, an adequate internal audit could not be carried out. Furthermore, In addition, the expenditure of the Skills Sector Development Project had not been subjected to an internal audit.

5.2 Budgetary Control

Comparison of the budgeted income and expenditure for the year under review with the actual income and expenditure revealed variances ranging from 25 per cent to 149 per cent, thus indicating that the budget had not been made use of as an effective instrument of management control.



6. Systems and Controls

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

<u>Areas of Systems and Controls</u>	<u>Observation</u>
(a.) Accounting.	The computerized accounting system had become inoperative in May 2016, and the data had been destroyed due to failure in maintaining backup copies of the data. Failure to restore the data. Failure to carry out an investigation thereon and identify the parties responsible.
(b.) Financial Control.	Although the Commission had been provided with assistance for regulating the vocational training by the Skills Sector Development Project being implemented under the aids from the Asian Development Bank, action had not been taken to utilize them.
(c.) Human Resource Management.	Failure to introduce Systems and Controls adequate for assessing the requirement of the evaluation staff, appointment, and making payments.
(d.) Internal Control relating to Vouchers.	Vouchers had been furnished for audit including outstanding vouchers. A responsible officer had not examined them, and failure to take measures for the safety of the vouchers.

Sgd./ H.M. GAMINI WIJESINGHE
Auditor General

H.M. Gamini Wijesinghe.
 Auditor General.



Auditor General ,
Auditor General's Department
Battaramulla.

Responses and clarifications for the Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2016 in terms of Section 14(2) (c) of the Finance Act No 38 of 1971

Herewith I submit the present situation and actions taken in terms of your audit report no. VTY/E/TVEC/1/16/21 dated 09.11.2017.

2. Financial Statement

2.2.1 Accounting Deficiencies

- (a) In this regard, the tender procedure has been completed and the value of assets which have been ordered was included into the accounts and out of the assets worth of Rs 3,153,000.00, all of them were procured except two printers worth of Rs 312,000.00.
- (b) As per the financial statement which was prepared for the year ended on 31.12.2016, the value of stationeries, student record books and certificates have been indicated as bulk. The action was taken to indicate the number of vocational education and training plan publications which have been published as a table in the preparation of accounts for the following year and to include the value into the stock balance.
- (c) As per the final accounts prepared for the year 2015, there was a balance of Rs 1,459,848 found in the accrued expenses account and it should be carry forwarded to the 2016 final accounts as initial balance.

Based on that, the accrued expenses for the year 2015 have been debited to that account. Further, the expenses incurred for the printing was not included into this account.

- (d) According to the account report for the year 2015, at the end of the year 2015, it was mentioned in the accrued research expenses account as there was a balance of Rs 1,459,848 remaining and by mistake, a value of Rs 212,795 which is supposed to be credited to the accrued research account was credited to this account, since it was credited to the payable private sector capital account, this has to be corrected.
- (e) The employee gratuity was precisely calculated and it can be checked again if there is any information about over calculation.
- (f) The action was taken to include all books and publications available as stock from the year 2017 to the end of the year into the statement of accounts.
- (g) As per the accounting policy of the institution, depreciation should be calculated based on the date on which the asset was purchased. Steps are underway to re-calculate and rectify the depreciation calculations of given 15 assets.

2.2.3 Unexplained Changes

Receivable and Payable Accounts

- (a) Here, the difference was occurred due to the fact that the procurement procedure pertinent to the purchasing made on 2016.12.31 was completed and the values of the assets were included into the accounts and those assets were not included into the fixed asset inventory register as at 2016.12.31.
- (b) The steps are being taken to check and correct and record the differences in the commuted reserve account.

2.2.3 Lack of Evidence for Audit

The registrar which is maintained for the period calculations of creditors and the employee advances was handed over for the audits. Steps are being taken to submit the analysis made with regard to other expenses payable and money receivable from other institutions since 2017 onwards. Basically, the Journal entries are used to settle the advances. All written evidences relevant to those settlements have been attached to the journal voucher. In addition, written evidences are not attached for the journal entries which were made during the preparation of final accounts.

E.g. The journal entry for checking the depreciation (Rs 10,709,173.61)

The journal entry for the money which has to be recovered from Skills Development Project (Rs 1,841,761.41)

2.3 Receivable and payable Accounts

- (a) The financial provision was made for the relevant project by the line Ministry for the year 2017, as a result I will take steps to reimburse the receivable value.
- (b) The employees who have been barred in the employees' loan account were informed that the loans should be paid before 2017.08.20 otherwise I will take measures to recover them from the guarantors.

2.4 Non-compliance with rules, regulations and management decisions

- (a) (i) Unregistered institutions cannot be punished due to the fact that Tertiary and Vocational Education Act No. 20 of 1990 does not have sufficient power on registering of unregistered institutions.

The institutions do not make request for registration and renewal of registrations.

- (ii) Unregistered courses cannot be punished due to the fact that Tertiary and Vocational Education Act No. 20 of 1990 does not have sufficient power on registering of unregistered courses.

The institutions do not make request for registration and renewal of registrations of courses.

The observations for National Vocational Qualification were not completed.

Conduct awareness programmes for the registrar of companies and the provincial council business registration organizations on the necessity of registering vocational training institutions under TVEC up on business registration process.

- (b) (i) Steps are taken to update the bank reconciliations in line with the cheques that are deposited however not realized in the prescribed period
- (ii) One of the checks has been given to Lanka Bell and it has not been asked to cancel because it has to

be inquired. Further, given other cheques were provided to the assessors for the assessments fees. As these cheques are frequently extended for the validity periods, there is no any action taken to not to cancel them.

4.1 Performance

4.1 Performance

- (a) The development of regional wise Vocational Education and Training Plan have been happening from the year 2009 and provincial vocational education and training plans have been prepared for 8 provinces yet. Kelaniya University lecturers have been designated for the preparation of the plan for Western Province. However, it was reported that these advisory groups did not have the ability to prepare the report due to the complexity of the western province. The agreement with the University of Kelaniya has been terminated by the Director General of the Commission from 13.01.2016. The half-finished report and data collected by University of Kelaniya have been submitted. By using them it was proposed to finish the report by TVEC. However, since the staff is inadequate, it is expected to formulate this plan in the year 2018 as a research study done by the research cell.

Out of the 8 vocational education and training plans developed so far, the manpower needs have been identified in the following chapters.

North Central Province	- Chapter 5
Uva Province	- Chapter 5
Central Province	- Chapter 5
Sabaragamuwa Province	- Chapter 3
Eastern Province	- Chapter 3
North Western Province	- Chapter 3
Southern Province	- Chapter 3
Northern Province	- Chapter 4

All of these vocational education and training plans have been disbursed to all the institutions responsible for the implementation and are published on the Commission's web site.

- (b). In order to expedite the assessment process, action was taken to avoid the delays occurred. In this regard the approval has been granted to VTA, NAITA, and DTET to appointment assessors from 2017/06/06 subject to the approval of the TVEC.

By now, the evaluation process has been accelerated through the nomination of the assessors according to the criteria we have set up.

- (c). With the establishment of investigating unit for the assessors in October 2016, Up to now 76 assessments were evaluated. And, since most of the assessments are conducted over the weekend, the utilization of executive officers from our division and other division is not a problem.

The National Apprentice and Industrial Training Authority cannot be used for this purpose as it is a training institute and it is impossible to monitor the assessments of other institutions. It is our opinion that this is appropriate to monitor by TVEC as it is not a training institution.

- (d) i) Although a target of 400 institutions is in the process of new registration only 259 were actually assessed and out of the 370 public and private sector institutions targeted for the assessment and 339 institutions were assessed because of the following reasons.
1. Institutions do not make request for new registrations and registrations renewal
 2. The requests have been made despite the fact that there is no payment made
 3. The applications submitted through online are incomplete
1. Conducting awareness workshop on institution registration. There were 07 workshops conducted until July 2017.
 2. The institution which have not made the payments were informed over the telephone
 3. Make aware through the workshops on how to apply successfully through the Internet
 4. Conduct awareness programmes for the registrar of companies and the provincial council business registration organizations on the necessity of registering vocational training institutions under TVEC up on business registration process
- (e) 503 public sector courses and 108 private and non-government organizations sector courses were evaluated for accreditation and out of that the accreditations were granted for 339 and 53 courses respectively. The reasons for this are
1. Based on the fulfillment of the criteria 339 courses were accredited out of the 503 public sector courses and 53 courses were accredited out of 108 private and non-governmental organization courses.
 1. Conducting awareness workshops on accreditation. There were 07 workshops conducted up to July 2017.
 2. Conducted two special workshops on the application for accreditation through online for the institutions functioning under the Ministry.
- (f) Sector Skills Councils were handed over to the Industrial Liaisons Division on June 17, 2016 and by that time three Sector Skills Councils had been set up. Although the board meetings of the Sector Skills Chairs had already held meetings, there was no recruitment of Managers and Administrative Assistant posts for those councils. Therefore, the Sector Skills Councils did not act in a rational manner as they did not have fixed employees in the sector. At present the staffs have been recruited for the councils. Since all these councils have not been involved in income earning activities, they have been instructed by us to engage in income earning activities.
- (g) (i) Here, the labour market research section is managed by the Planning and Research Division and therefore the relevant amount is 8.5 million is incorrect.

Expenditure of the money allocated for management information system was not incurred since it was forwarded to the Skills Sector Development Project (SSDP) of the Ministry and the approval was not granted.

Further, since the Chairman insisted on the necessity of enhancement of the labour market, the development of other systems and the recruitment of staff were discontinued. As a result, steps were taken to suspend the approved positions for the Director/ Labour Market and instead of that the action was taken to recruit a Director for Industrial Liaisons division. Owing to the above decision taken, there was no any expenditure made from the money allocated and the improvement

of the labour market information system of national interest was suspended.

- (ii) The updating of management information system and labour market information is done by the Information system division of the Tertiary and Vocational Education Commission and the above information which is updated and published by Sector Skills Council in their websites will be connected to the web sites of the Tertiary and Vocational Education Commission in future.
- (iii) Skills gaps analysis has already been completed by Information and Communication Technology Sector Skills Council and Construction Industry Skills Council and Manufacturing and Engineering Services Sector Skills Council has commenced the process of skills gap survey.
- (iv) The Tertiary and Vocational Education Commission is planning to develop and implement professional programmes for the development of gender equality in the field of vocational technology and upgrading the image of tertiary and vocational education field in the year 2017.
- (h). Preparation of National Competency Standards was conducted by National Apprentice and Industrial Training Authority for the year 2016. By now, the same methodology is being adopted in the development of National Skill Standard. Due to the complexity of the competency standards, it takes a long time to develop them, therefore the chairman has advised to form committees with Industry Sector Skill Councils and the Sectoral specialists for the development of competency standard and curriculum in a same document within a short period of time so as to increase job opportunities. According to this instruction, 14 new curricula were introduced under the new system. The approvals from the commission have been also obtained for them.
- (i) As a result of very few number of NVQ Level 6 courses are being conducted by the Department of Technical Education and Training, such a few number of certificates have been issued.

By the end of July 2017, 37 number of certificates have been issued.

- (j) The primary objective of granting financial aids for training institutions is to bring training courses to the level of accreditation. During the accreditation process, the quantity of training equipments required to carry out the course is checked. Accordingly, the training centres applied for the financial aids are undergone preliminary monitoring by officers of the Commission. The training equipment requested by the training institutes will be determined. The private and public sector institutions which fulfill the requirement of accreditation are selected for the financial aids and these conditions are not considered for the training centres which train the disable persons. Similarly, the quotations will be invited by the selected centers for the approved equipments and these quotations and relevant files will be checked by the Internal Audit division. Based on the approval of the Internal Audit Division, the approval is obtained from the Commission. Thereafter, the approval will be obtained from Hon. Minister and then an agreement will be signed with the training institute. In accordance with the financial provisions allocated in the year, number of institutions and the courses to be awarded will be determined.

In the year 2016, the financial assistance was awarded to the public sector training institutions which are not functioning under the purview of Ministry of Skills Development and Vocational Training. Accordingly, the applications for the financial assistance were called from the public sector training institutions external to the Ministry registered under Tertiary and Vocational Education Commission. Accordingly, out of the 14 applications received the priority was given to the selected provincial council vocational training institution. However, during the preliminary

assessment it was revealed that the course conducted by this centre was not up to the standard required for the accreditation. Therefore, it was decided not to grant financial aid to this institution.

The institutions which have been selected for the financial aids in the year 2016

Institution	Financial Aid (Rs)	Present Situation
I Soft College of ICT Education	238,000.00	It was informed that the financial aid has been rejected.
	35,560.00	
Job Care Technical Training Institute (JCTTI)	63,350.00	It was informed that the financial aid has been rejected. The Deputy Director (Finance) has written regarding the future actions to be taken on the accrued money.
Agio Sirilak Sahana Sewa Vocational Training Centre	519,925.00	The money has been reimbursed and the financial aid granted for refrigeration and air-conditioning course has been accredited now.

	Institutions	Action Taken/ present status
1	Sri Sobhitha Vocational Training Centre	The documents have been forwarded to the Attorney General's Department for legal action.
2	Samadhi Community Development Foundation	The documents have been forwarded to the Attorney General's Department for legal action.
3	Sanasa Information Technology and Management Education Institute	Based on the application re-submitted the assessment was conducted and course was not accredited due to the noncompliance of the relevant qualification of instructors. The instructor was advised to obtain the required qualification through the Recognition of Prior Learning (RPL) method and after that the centre is will be re-evaluated.
4	H/ Sri Kawantissa Vocational Training Centre	As per agreed to the mediation board, the action was taken to provide the battery charger which was given to the Automobile Electrical Technician course to the accredited Automobile Mechanic course since the Automobile Electrical Technician course is not conducted anymore and it is also relevant for this course.
5	St. Joseph Technological Institute	As per promised at the mediation board, it is agreed to accredit the course for which the financial grant was offered and consequently the accreditation division of the commission has recommended the accreditation.
6	New A. C. S. Technical Training Institute	It was agreed to accredit the course at the mediation board. Accordingly, the accreditation division of the commission has assessed the course for accreditation.
7	Technical Training Institute (Carpentry) Provincial Council Kahawatta, Gampola	As the Kahawatta Wood Work Technical Training Institute has decided to close down, it was approved by the Director General of our Commission to provide the Wood Turning Lathe Machine and Jig Saw machines purchased through the financial aid to the Udagama Atabage Wood Works Technical Training Institute.

	Institutions	Action Taken/ present status
8	Carpentry School, Nayapamula, Baddegama	The primary objective of awarding financial assistance is to bring the course to the accreditation level. It is further informed that the course which has been assisted with financial grant is required to be accredited. If such courses are not accredited, steps will be taken to retrieve the equipments obtained from the financial assistance.
9	Human and Economic Development Training Center, Nakkalagoda, Medagama, Bibile	
10	Light Engineering Training Institute, Nakkalagoda, Medagama	
11	International Hotel School No. 48, Station Road, Mount Lavinia	An assessment was performed on 2017.06.03 for accreditation. Because of the shortcomings found in the files related to the accreditation, one month time was given to them to rectify such shortcomings and to apply for accreditation again. Our aim is to get the course into the NVQ stream if this course is being conducted.
12	Tech Vithanika, Kurunegala Road, Chilaw	It is fixed to conduct assessment for the accreditation Our aim is to get the course into the NVQ stream if this course is being conducted.
13	Institute of Computer Science, Maharagama	It is fixed to conduct assessment for the accreditation Our aim is to get the course into the NVQ stream if this course is being conducted.
14	Technical Training Institute, Central Provincial Council, Pitigedara, Wattagama	A letter dated 2017.03.24 requesting to hand over the equipments purchased from the financial grants was sent by commission to the provincial director and as there is no any responses received for that letter, another reminder letter dated 2017.07.31 was sent inquiring the future actions.
15	Technical Training Institute (Carpentry) Central Provincial Council Kadugannawa	
16	Technical Training Institute (Carpentry) Central Provincial Council Galewela	
17	Technical Training Institute (Metal work) Central Provincial Council Boralessa Road, Hanguranketha	

4.2 Operational Activities

- (i) There are situations where the activity of each assessor is varied as they are in permanent service and we assign them on assessment basis. This is due to the difficulties associated with the planning of assessment together with their duties.

Training institutions have taken steps to minimize this situation by having the assessments over the weekend.

- (ii) There are instances where we are unable to appoint assessors for the assessment request made for the courses which are not accredited or without obtaining the accreditation renewal .

As the National Apprentice and Industrial Training Authority has been approved to follow a process of appointing assessors in such a way that they have to nominate the assessors and subsequently they have to obtain the approval from TVEC. Therefore, at present the process of assessment is being conducted without any delays.

- (iii). See the answer given in the above (ii)

- (iv) This situation was occurred due to the fact that Treasury has allocated Rs. 15 million in response to our request of Rs. 30 million made to make the assessor payments.

Once again the request of Rs 18.8 million made through Ministry to the Treasury and however we managed to obtained Rs 10 million only. The assessor payments have been entrusted to the TVEC in 2014. As there was not enough allocation made to make assessor payments for the year 2014, a deficit is still there from that year. As we have obtained Rs. 15 million additionally with the intervention of the Ministry in 2016, the extra payments have been made.

Since we requested Rs 30 million to make the payments for the assessors, but the Treasury was allocated Rs. 15 million only. An additional 18.8 million rupees has been requested by the Treasury once again at the Ministry level and we have received an additional sum of Rs 10 million.

- (b) The computer accounting package was completely malfunctioned in May 2017 and since it was attempted to restore those data, finally it was unsuccessful. Accordingly, the approval of the tender board was granted on 20.10.2017 to establish and update new accounting package based on the information available in the file system. Accordingly, it was started to upload the data pertinent to the year 2017 initially to the new package and such process is being completed.

4.4 Administration of the Staff

- (a) In terms of recruit 10 Development Officers, 05 Assistant Directors and 01 Information Technology Officer applications have been called and open competitive examination was conducted for 774 Development Assistant applicants, 52 Assistant Director applicants and 67 Information Technology Officer applicants.

Accordingly, arrangements have been made to conduct the examinations in August and subsequently to recruit them based on the highest marks scored. It is planned to recruit by end of October.

A second interview was held on 07.06.2017 for the administration officer.

- (b) The priorities have been given for the recruitments with the consideration of external qualifications of internal candidates by filling 1/3 of the cadre positions by the internal applicants in order to encourage the enthusiasm of the officers of the institution and consequently 09 external candidates and 06 internal candidates have been recruited. The nine candidates who received the highest scores from external applicants and 06 candidates who received the highest scores from internal applicants were selected (the Commission approval has been obtained by forwarding the Commission memo dated 08.06.2016 and 13.09.2016).

4.5 Fund Utilization

The fund was deposited in a Fixed Deposit rather than depositing in a current account so as to make

the payments when any necessity arises. This gives the institution the opportunity to earn interest and at some point can make the payments when any request is made by the relevant institution.

5.1 Internal Audit

After the recruitment, it is intended to assign officers for Assistant Director and the Development Officer.

5.2 Budget Management

I will use the Budget as an Effective Management Control to minimize the variation between budgeted expenditure and the actual expenditure.

6.0 System and Management

- (a) However, as this accounting system malfunctioned in May 2017, steps are being taken to restore the data and have started to establish a new computer system. According to the audit instruction, steps will be taken to store the data outside.
- (b) At present, the Operation Manual for the National Vocational Qualifications (NVQ) has been developed and the Commission approval also has been obtained. Regulatory activities are in progress accordingly.
- (c) A request has been made by the Quality Assurance and Assessment Regulation division to take necessary steps to send the vouchers to the commission within a month from the date of assessment.

A system of control has been established as all payments are recorded in the names of individuals and recorded in the assessment payment registers.



Malkanthi Jayawardena

Director General

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Auditor - Government Audit Section (FYI)

Deputy Director (Internal Audit and Inquiries) - Tertiary and Vocational Education
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