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## **Information of the TVEC**

Name of institute : Tertiary and Vocational Education Commission

Name of Ministry : Ministry of Highways, Higher Education and Investment  
Promotion

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Email address : [info@tvec.gov.lk](mailto:info@tvec.gov.lk)

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Auditors : Auditor General  
Auditor General’s Department  
Independence Square  
Colombo 07

Bankers : People’s Bank  
YMBA Branch  
Borella

## **Vision of the TVEC**

Tertiary and Vocational Education with quality and relevance  
for all seekers

## **Mission of the TVEC**

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

## **Director General's Message**

It is my pleasure to note here that the year 2014 was a meaningful year in the case of meeting the objectives of the Tertiary and Vocational Education Commission (TVEC) amidst challenges that it faced in its service delivery in order to meet the expectations of the stakeholders. Provisions of the Tertiary and Vocational Education Act (TVE) No. 20 of 1990 and the TVE Act (amendment) No. 50 of 1999 guide the TVEC towards achievement of its objectives. Reforms in Technical and Vocational Education and Training (TVET) sector have been in effect over the past 10 year since 2005 with the introduction of the National Vocational Qualifications NVQ framework. In order to underpin the reforms implementation, it became necessary to revise the Tertiary and Vocational Education Acts as per the requirements. For this purpose, the draft amended Act was submitted to the Legal Draftsman Department for its observations in the year under review. The Legal Draftsman's Department had sent their observations which were being discussed by the Committee appointed to review Act. It was scheduled to resend to the Department for further clarifications. Soon as these deliberations would be completed, the amended Act will be submitted to the Parliament for approval.

The Sector Skills Development Program (SSDP) which was designed in previous year was given effect in 2014. The program is jointly funded by the Asian Development Bank (ADB) for the purpose of consolidating the works of previous skills development projects implemented by the line Ministry with the support of the TVEC. One of the key functions of the SSDP is to establish higher learning centres titled "University Colleges" in populous areas of the country. The program mainly focuses on NVQ level 5 and 6 courses in new subject areas of employment demand in the country and the overseas. The TVEC was instrumental in developing National Competency Standards, validating them and endorsing them as per the policies of the NVQ framework of Sri Lanka. The TVEC further provided technical support for the University Colleges to set up courses as per the requirements of the NVQ framework.

In order to regulate and further unify the implementation of the NVQ system implementation across the country, 04 circulars have been issued during the year under review with regard to assessment fees for accreditation of courses, Competency Based Assessment for award of NVQ level 1 to 4, Equivalence of National Certificate in Technology (NCT)-Electrical and Electronic programme into NVQ Level 5, and Equivalence of National Certificate in Technology (NCT) - Quantity Surveying (Part-Time) Programme into NVQ Level 5.

The Scheme of Recruitment (SoR) of Directors to the TVEC was further reviewed to make it inclusive which was submitted to the Management Services Department for approval. It was able to obtain the approval for revised SoR and called new applications and was at the status of conducting interviews by the end of the year under review for the positions that are vacant in the TVEC.

The NVQ certificate unit of the TVEC has been able to print and disseminate 28,546 certificates during the year 2014 in which a higher number of certificates have been issued to the private sector institutions in courses of employment demand. By end of 2014, a total of 121,360 NVQ certificates have been issued over the past years. A year-on-year increase of demand of 30% has been recorded in NVQ certificates in recent years.

The Planning & Research division of the TVEC implemented the program for awarding financial grants was implemented in 2014 as well in which Rs. 3.5 Mn. were distributed among 15 courses conducted by 14 public, private and NGO sector registered training institutions. With these grants assistance, the relevant courses would be accredited and thus be able to award NVQ certificates in relevant occupations.

Monitoring of previous grants awarded in past year was also implemented in 2014. Under the Vocational Education and Training (VET) plans development program, the industry VET plan for Transport and Logistics sector was completed in 2014. A new VET Plan was commenced in the year under review for Environmental protection sector with the technical assistance of the University of Sri Jayewardenepura. Under the renewal of VET plans developed earlier, ICT sector VET plan developed previously was given priority and accordingly published a newspaper advertisement for calling of proposals from suitable research agency. Under the Provincial VET Plans development program, development of the North Central Province VET plan was commenced in the year under review with the technical cooperation of the University of Peradeniya. . It was able to complete the Uva Province VET plan which was developed in association of the Uva Wellassa University. It was able to translate the North Western VET Plan into Sinhalese language on the request of the North Western Provincial Council. In the sphere of implementation of VET Plan, Sabaragamuwa provincial council was given financial assistance to implement NVQ program in the province. The Research Cell was also in operation during the year under review where a Research Steering Committee was established to guide the research activities of the Cell. Research proposals were invited and were in review during the year under review. As a routine, Corporate Plan of the TVEC was updated with a 5-year horizon and accordingly the Annual Implementation Plan for 2015 was prepared and obtained approval during the year 2014.

In the area of quality assurance of TVET, the TVEC was able to register 211 new training institutes out of the assessments conducted for 395 applications in 2014. In the program of renewal of registration, registrations of 425 institutes were done out of the 452 institutes visited for renewal of registrations. This is an exceed of target for renewal of registrations. Action was initiated to reform the registration criteria in the year 2014 under the SSDP program. The renewed criteria is expected to implement with effect from 2015. As a routine, awareness programs were held to promote registration and the general public was made aware through publishing newspaper advertisements during the year 2014. Under the course accreditation program, 451 courses have been accredited during the year out of the 616 courses evaluated for accreditation. This adds up to the total number of courses accredited to 2,122 courses by end of 2014. Renewal of accreditation was done for 489 courses during the year 2014. During the year 2014, 853 registration verifications letters have been issued for foreign employment purposes. For the purpose of recruitment to various positions, 425 certificate verification letters have also been issued in 2014. As income generation, Rs. 6.4 Mn was earned through course accreditation and registration of training institutes during the year 2014.

The Quality Management System of the TVEC which it implements among training institutes has been reformed to make it easier for implementation has been put into practice in 2014.

For the purpose of policy making and decision making, the Information Systems (IS) division has been able to prepare the bi-annual labour market information bulletin and the annual TVET Guide – 2015 in the year 2014. In addition, the IS division was able to prepare TVEC Newsletter and few other Labour market publications in 2014.

The website of the TVEC was updated appropriately and the information technology support services and system administration also provided by the Information Systems division as a routine in 2014.

The TVEC as the apex body for TVET in the country maintains healthy international relations with leading agencies in overseas. The relations have been found useful in strengthening the TVET activities in Sri Lanka.

Finally, I am delighted to note here that with the able support of the staff of the TVEC, I have been able to deliver a service as expected by the TVET providers, public and private institutions and the general public, during the year 2014. I take this opportunity to appreciate all my staff at the TVEC for valuable response extended to me in delivering the services.



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

## 1.0 Introduction

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

The general objectives of the TVEC are as follows;

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

## 2.0 Organization structure of the TVEC

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

**The composition of the governing board of the Commission during the year 2013 was as follows;**

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

1. Prof. Dayantha S. Wijeyesekera (Served until 10<sup>th</sup> June 2014) -Chairman  
Tertiary and Vocational Education Commission  
Dr. Chandra Embuldeniya (Appointed from 10<sup>th</sup> June 2014)
2. Mr. Nalin Attygala -Member  
Representative from the Federation of Chambers of Commerce and Industry of Sri Lanka.
3. Dr. K. L. Chandrathilake -Member  
Representative from the Employers' Federation of Ceylon
4. Mr. Nandadasa Rajapakse -Member  
Representative from the Chamber of Small and Medium Scale Industry
5. Mr. C. Lal de Alwis -Member  
Representative from the National Chamber of Commerce

- |    |   |         |
|----|---|---------|
| 6. | Mr. Tissa Seneviratne<br>Representative from the National Chamber of Industry   | -Member |
| 7. | Mr. C. J. Gunaseela (Served until 30 <sup>th</sup> April 2014)<br>Representative from the Chamber of Commerce and Industry<br>Sabaragamuwa Province | -Member |
| 8. | Mr. I. S. Thilakawardhane<br>Representative from the Ceylon Chamber of Commerce   | -Member |
| 9. | Mr. Senerath Jayasundera, Attorney at Law<br>(Served until 30 <sup>th</sup> April 2014)<br>Member appointed by the Hon. Minister                    | -Member |

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

- |     |  |         |
|-----|--|---------|
| (a) | Dr. S. D. R. Perera<br>Director General, Tertiary and Vocational Education Commission  | -Member |
| (b) | Mr. K. A. C. Arunadeva Silva<br>Chairman, National Apprentice and Industrial Training Authority (NAITA)  | -Member |
| (c) | Colonel S. P. R. Rathnayake<br>Chairman, Vocational Training Authority of Sri Lanka (VTA)  | -Member |
| (d) | Mr. S. Balasubramaniam<br>Director General, Department of Technical Education and Training<br>(Served until 30.04.2014)<br>Mr. R. L. Ranjith, Director General (Appointed from 2 <sup>nd</sup> October 2014) | -Member |
| (e) | Mr. Hilary E. Silva,<br>Director General,<br>Sri Lanka Institute of Advanced Technical Education   |         |
| (f) | Mr. P. H. A. S. Wijayeratne<br>Director (National Budget Department)<br>Representative from the Ministry of Finance and General Treasury   | -Member |
| (g) | Mr. Lesley Devendra<br>Representative from the Trade Unions  | -Member |

### 3.0 Staff of the TVEC

The Director General serves as the Chief Executive Officer of the TVEC. In order to assist him, staff composed of one (01) Deputy Director General, four (04) Directors, six (06) Deputy Directors that included 77 of staff members have been appointed to carry out the functions and programs of the TVEC implemented during the year 2014. There were 5 graduate trainees also working in the TVEC in 2014. In view of achieving the objectives of the TVEC, the programs and activities have been organized under the following divisions.

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

Though a cadre of 85 is approved by the Department of Management Services for the TVEC, a total of 77 staff members were in service as at 31<sup>st</sup> December 2014 of which details are given below;

**Table 3.1: Details of Staff of the TVEC - 2014**

Title of position	Number of approved positions	Number in service as at 31 <sup>st</sup> December 2014
Director General	01	01
Deputy Director General	01	01
Director	05	03
Director (Administration)	01	01
Labour Market Analyst	01	01
Deputy Director / Assistant Director	15	15
Internal Auditor	01	01
Assistant Director (Legal)/Board Secretary	01	01
Deputy Director (Finance)	01	01
Statistician	01	01
Librarian / Documentation Officer	01	01
Administrative Officer	01	01
Translator (Sinhalese, Tamil, English)	01	-
Development Officer	12	10
Information Technology Officer	01	01
Information Technology Assistant	02	02
Computer Applications Assistant	04	03
Library / Documentation Assistant	01	-
Management Assistant (Class 1, Class II, Class III)	15	15

<b>Title of position</b>	<b>Number of approved positions</b>	<b>Number in service as at 31<sup>st</sup> December 2014</b>
Driver (Class I, Class II, Class III)	12	12
Office Assistant	07	06
<b>Total</b>	<b>85</b>	<b>77</b>

Recruitment interviews were held for the positions vacant for Assistant Directors on 27.12.2013. Two selected candidates have reported to work on 27.01.2014 and 10.02.2014. The other candidate had informed the TVEC that he will not accept the position and thus the next candidate in the waiting list was selected for the post with effect from 27.03.2014.

Another Assistant Director who was in service at the TVEC was resigned on 15.10.2014 and thus the next candidate in the awaiting list was selected for the position being vacant and he has reported to work with effect from 07.11.2014. Another interview was held to recruit one (01) Management Assistant position and with that all Management Assistant positions have been filled. Also an interview was held on 25.06.2014 for selection of Development Officers and accordingly recruited four (04) Development Officers. However, one (01) Development Officer who was selected did not report to work and thus the next candidate in the list was informed and then he has reported to work. As One Development Officer was promoted to Assistant Director position the next candidate in the waiting list of interview held on 25.06.2014 was selected for the Development Officer position. It was not able to recruit Library/Documentation Assistant and Translator positions though interviews were held for several occasions. Therefore another interview was held for this purpose on 25.06.2014 but no suitable persons were there to recruit for these positions. Interviews were held on 09.09.2014 for recruitment of two (02) Drivers and as two of them were recruited, the problem of these positions also has been solved. It was able to recruit two (02) persons for the Information Technology (IT) Assistants with the interview held for this purpose on 07.01.2014. An interview was held for recruitment of Legal Officer on 04.08.2014 and a suitable person was selected for the position that was being vacant. She has reported to work on 01.10.2014. Arrangements were made to have interviews for recruitment of two (02) Directors on 31<sup>st</sup> December 2014 but was not held due to dissolve of the Government for presidential election. This interview will be held in next year.

The TVEC has been able to obtain approval for new cadre requirement for undertaking of SSDP activities during the year under review of which details are given below.

Deputy Director / Assistant Director	-	11 positions
Development Officers	-	05 positions
Computer Applications Assistant	-	01 position

Arrangement were made to conduct an interview for recruitment of suitable persons for Assistant Director positions by publishing an advertisement on 21.11.2014. It was decided to withheld the interviews scheduled for recruitment for positions of Development Officers and Computer Applications Assistant. Arrangements have been made to have the interviews for recruitment of these positions.

## 4.0 Administration and Finance Division

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

In relation to supplying human resources, the Administration division was able to recruit following persons to the corresponding positions during the year 2014.

### 4.1 New appointments made in 2014

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Mr. R. Mathan	Assistant Director	27.01.2014
Mrs Anusha Kumari De Silva	Assistant Director	10.02.2014
Mrs P. D. S. Kariyawasam Board	Legal Officer/Secretary to the 01.10.2014	
Miss. B.C. Handapangoda	Administrative Officer	15.09.2014
Mr. C. C. Samarawickrama	Development Officer	01.08.2014
Mr. D. T. R. Wanigasekera	Development Officer	15.07.2014
Mrs. H. R. M. U. Wijebandara	Development Officer	28.01.2014
Mr. A. W. S. M. Dayaratne	Development Officer	20.01.2014
Miss. G. J. Udawatte	Development Officer	15.01.2014
Mr. H. L. K. Sampath Kumara	Driver	22.09.2014
Mrs. H. K. Thisuri Madushika	Management Assistant	15.07.2014
Mr. N. T. K. Delpachitra	Information Technology Assistant	30.01.2014

### 4.2 Promotions in 2014

Mr. Y. P. S. Udayakanthi	Information Technology Assistant	13.01.2014
Mrs. H. M. A. D. K. Herath	Assistant Director	27.03.2014
Mr. W. V. P. Jagath Kumara	Driver	22.09.2014
Mr. U. A. P. Priyantha Dharmasena	Assistant Director	07.11.2014

### 4.3 Resignations in 2014

Mrs. B. L. M. Madusanka	Management Assistant	06.03.2014
Mrs. Nelum Samarakoon	Legal Officer	27.03.2014
Mr. Harsha Abeygunathilaka	Development Officer	01.10.2014
Mrs. G. D. N. M. Perera	Assistant Director	05.10.2014

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

<b>Name</b>	<b>Designation</b>	<b>Date</b>
Mr. S. U. K. Rubasinghe (Standards & Accreditation)	to cover up the duties of Director	Since 01/07/2009

Preparation of Scheme of Recruitment of the TVEC was started in the year 2006 under the supervision and monitoring of the Salaries and Cadre Commission. As it was expected to recruit a suitable candidate for this position after getting approval for the new Scheme of Recruitment, recruitment to the post of Director (Standards and Accreditation) was delayed. Action was being taken to recruit for this position as the Management Services Department has given approval for the new Scheme of Recruitment.

#### 4.5 Local and foreign training

With the view of enhancing subject knowledge of staff of the TVEC, opportunities for local and foreign training were provided for them during the year under review. Following table gives details of officers who attended such training during January to December of the year 2014.

##### Local Training - 2014

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

**Table 4.5.1: Local Training**

Name	Designation	Subject/topic	Institute	Duration
Mr. B. H. S. Suraweera	Deputy Director General	Workshop on quality manual	SLSI	Two days
		Competency based training for superior performance	SLITAD	11.04.2014
Mr. P. C. P. Jayathilake	Director (Planning and Research)	Electrochemical Technology	Institute of Chemistry-Ceylon	09.01.2014
Mr. Vajira Perera	Director (NVQ)	Electrochemical Technology	Institute of Chemistry-Ceylon	09.01.2014
Mrs. A. S. Amerasinhe	Deputy Director (Finance)	Sri Lanka Public sector Accounting Standards	Knowledge Agent (Pvt) Ltd.	19.08.2014
		Procurement capacity development program	SSDP to SLIDA	28-29.02.2014
		Financial Accounting and Reporting	TITP	2,9,16,23, 30.10.2014
		Lead Auditor	SLSI	10-14.11.2014

<b>Name</b>	<b>Designation</b>	<b>Subject/topic</b>	<b>Institute</b>	<b>Duration</b>
Mrs. M. L. S. N. Edirisuriya	Labour Market Analyst	Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Mr. W. K. D. Harischandra	Assistant Director	Labour Law and Administrative Procedures	SDFL	26-27.05.2014
Mr. T. Senthuran	Assistant Director	Competency based training for superior performance	SLITAD	11.04.2014
		Lead Auditor	SLSI	10-14.11.2014
Mr. G. A. M. U. Ganepola	Assistant Director	Lead Auditor	SLSI	10-14.11.2014
Mr. W. M. T. A. Anura Weerakoon	Librarian/ Documentation Officer	National Conference on Library and Information Science	Hotel Galadari	19.06.2014
Miss. B. C. Handapangoda	Administrative Officer	Lead Auditor	SLSI	10-14.11.2014
				CPSC Residential In Country Program
Mrs. E. A. Anusha Kumari De Silva	Assistant Director	Lead Auditor	SLSI	10-14.11.2014
Mr. R. Mathan	Assistant Director	Effective presentation skills	SDFL	22-23.05.2014
		Lead Auditor	SLSI	10-14.11.2014
Mr. P. M. C. P. Gunathilake	Assistant Director	Project Management	SDFL	25-26.06.2014
		Procurement capacity development program	SSDP to SLIDA	28-29.02.2014
Mrs. H. M. A. K. D. Herath	Assistant Director	HRM Conference	BMICH	18-19.06.2014
		Lead Auditor	SLSI	10-14.11.2014

<b>Name</b>	<b>Designation</b>	<b>Subject/topic</b>	<b>Institute</b>	<b>Duration</b>
Mr. G. K. N. Bandara	Assistant Director	Labour Law and Administrative Procedures	SDFL	26-27.05.2014
		Lead Auditor	SLSI	10-14.11.2014
Mr. U. A. Priyantha Dharmasena	Assistant Director	Master of Science degree	University of Sri Jayawardenepura	One year
		Lead Auditor	SLSI	10-14.11.2014
Mrs. B. S. J. Vipulsi	Development Officer	5s for Productivity enhancement	SDFL	12.09.2014
Mr. H. S. Abeygunathilake	Development Officer	Workshop on effective letter writing and written communication techniques	NIBM	03-04.07.2014
Mr. Prasanga Muthukumarana	Development Officer	Workshop on effective letter writing and written communication techniques	NIBM	03-04.07.2014
Mr. D. N. I. D. De Silva	Development Officer	Workshop on effective letter writing and written communication techniques	NIBM	03-04.07.2014
Miss. G. J. Udawatte	Development Officer	Effective presentation skills	SDFL	22-23.05.2014
Mr. M. S. Dayaratne	Development Officer	Professional development for development assistants	SDFL	07-08.07.2014
		5s for Productivity enhancement	SDFL	12.09.2014

<b>Name</b>	<b>Designation</b>	<b>Subject/topic</b>	<b>Institute</b>	<b>Duration</b>
Mrs. H. R. M. U. Wijebandara	Development Officer	Effective presentation skills	SDFL	22-23.05.2014
		Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Miss. T. A W. Madushani	Development Officer	Effective presentation skills	SDFL	22-23.05.2014
Miss. M. M. S. Marasinhe	Effective presentation skills	5s for Productivity enhancement	SDFL	12.09.2014
Mr. N. W. G. Nadeeka Jeewantha	Management Assistant	Workshop on effective letter writing and written communication techniques	NIBM	03-04.07.2014
Mr. R. N. P. De Silva	Management Assistant	Financial Accounting and Reporting	TITP	4,11,18,25.11.2014 & 02.10.2014
Mrs. D. B. Ruwini Manjula	Management Assistant	Bachelor of Labour Education	University of Colombo	
Mr. Indika Sampath	Management Assistant	Bachelor of Management Studies	OUSL	2 <sup>nd</sup> registration
Mrs. Y. P. S. Udayakanthi	Information Technology Assistant	Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Miss. K. W. A Anuruddhika	Computer Applications Assistant	5s for Productivity enhancement	SDFL	12.09.2014
		Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Mr. D. M. S. J. Siripala	Computer Applications Assistant	5s for Productivity enhancement	SDFL	12.09.2014
		Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014

<b>Name</b>	<b>Designation</b>	<b>Subject/topic</b>	<b>Institute</b>	<b>Duration</b>
Miss. K. T. Amarasinhe	Computer Applications Assistant	Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Mrs. G. K. Hegodaarachchi	Management Assistant	Advanced Microsoft Excel for data analysis	AAT Sri Lanka	23.09.2014
Mr. R. G. Asanka Tissa Kumara	Management Assistant	Workshop on effective letter writing and written communication techniques	NIBM	03-04.07.2014
		Procurement capacity development program	SSDP to SLIDA	28-29.02.2014
Mr. Suminda Arunakeerthi	Management Assistant	Procurement capacity development program	SSDP to SLIDA	28-29.02.2014
Miss. V. Hansanie	Management Assistant	5s for Productivity enhancement	SDFL	12.09.2014
Mr. G. C. Janak De Silva	Management Assistant	Internal auditing assurance	TITP	10,17,14,31.10.2014 & 07.11.2014
Mrs. T. Madushika	Management Assistant	5s for Productivity enhancement	SDFL	12.09.2014
Mr. L. Sandaruwan	Office Assistant	Skills Development	SDFL	29.08.2014
Mr. S. S. Kalpage	Office Assistant	Skills Development	SDFL	29.08.2014
Mr. G. G. Saman Kumara	Office Assistant	Skills Development	SDFL	29.08.2014
Mr. K. Sirisena	Driver	Skills Development	SDFL	29.08.2014
Mr. K. Sameera Sampath	Driver	Skills Development	SDFL	29.08.2014

## Foreign Training – 2014

**Table 4.5.2: Foreign training**

<b>Name</b>	<b>Designation</b>	<b>Subject/topic</b>	<b>Country</b>	<b>Time duration</b>
Dr. S. D. R. Perera	Director General	Tentative program	Sweden	24-29. 08.2014
		6 <sup>th</sup> Global summit on skills development	India	10-12. 11.2014
Mr. W. P. M. P. Premachandra	Director (Admin)	Seminar on vocational education management	China	25.03.2014 – 14.04.2014
Mr. P. C. P. Jayathilake	Director (Planning & Research)	South Asia Regional Conclave on Skills Development and Employability	India	12- 14.06.2014
Mr. J. A. D. J. Jayalath	Director (Information Systems)	Global Forum entitled skills for work and life	Germany	14- 17.10.2014
Mr. Vajira Perera	Director (NVQ)	International Trade Fair for water	Germany	05- 07.05.2014
Mr. S. U. K. Rubasinhe	Actg. Director (Standards & Accreditation)	Modernization and upgrading of Automobile centres in College of Technology and Technical Colleges in Sri Lanka	South Korea	02- 16.04.2014
Mr. Ajith Polwatte	Deputy Director (Planning & Research)	Technical and Vocational Education and Training for Principals and Leaders	Singapore	03- 07.11.2014

#### **4.6 Reimbursement of annual professional membership fees**

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

1. Prof. Dayantha Wijaysekera - Chartered Institute of Logistics and Transport  
Chairman Chartered Institute of Civil Engineers - England
2. Mr. B. H. S. Suraweera - Institution of Engineers Sri Lanka  
Deputy Director General Sri Lanka Institute of Training and Development
3. Mr. W. P. M. P. Premachandra - Association of Accounting Technicians of Sri Lanka  
Director (Administration) Sri Lanka Institute of Chartered Accountants
4. Mr. J. A. D. J. Jayalath - The British Computer Society (BCS)  
Director (Information Systems) The Computer Society of Sri Lanka
5. Mr. S. U. K. Rubasinghe - Institution of Engineers Sri Lanka  
Actg. Director (Standards and Accreditation)
6. Mr. Vajira Perera - Institution of Management Sri Lanka  
Director (National Vocational Qualifications)
7. Mrs. Sagarika Amarasinghe - Sri Lanka Institute of Chartered Accountants  
Deputy Director (Finance)
8. Laksara Edirisuriya - Sri Lanka Institute of Chartered Accountants  
Labour Market Analyst
9. Mr. Ravindra Samaraweera - Sri Lanka Institute of Chartered Accountants  
Internal Auditor
10. Mrs. G. D. N. M. Perera - Sri Lanka Institute of Chartered Accountants  
Assistant Director

## 4.7 Financial progress

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

The estimated expenditure of the Commission for year 2014 was as follows;

* For recurrent expenditure	-	Rs. 80.437 Mn.
* For capital expenditure	-	Rs. 16.0 Mn.

During the year under review, the General Treasury had released Rs. 71.0 Mn for recurrent expenditure and Rs. 15.1 Mn for capital expenditure of the TVEC.

When it compared with estimated expenditure of 2014 with that of 2013, an increase of recurrent expenditure by 24% and an increase of capital expenditure by 6% were observed during the year under review.

The allocations released by the General Treasury show 24% increase in recurrent expenditure and 33% increase in capital expenditure. The TVEC expected an estimated income of Rs. 9.437 Mn. However, it has been able to gather an actual income of Rs. 9.537 during the year under review of which details are given below.

	<b>Estimated income</b>	<b>Actual Income</b>
1. Net income by selling of student record books	2,834,000.00	2,708,130.00
2. Registration fees	1,905,000.00	2,464,500.00
3. Course accreditation fees	1,725,000.00	2,305,100.00
4. NVQ Certificates and audit fees	2,915,000.00	1,991,515.00
5. Fees levied from mapping of certificates	30,000.00	25,500.00
6. Other	<u>28,000.00</u>	<u>42,400.00</u>
<b>Total</b>	<b><u>9,437,000.00</u></b>	<b><u>9,537,145.00</u></b>

## 4.8 Internal audit

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

1. The Audit and Management Committee of the TVEC comprised of following members from 01.01.2014 to the month of April where the Commission was dissolved;
  - Mr. P. H. A. S. Wijeratne – Committee Chairman
  - Mr. Chandralal De Alwis – Member
  - Mr. Tissa Seneviratne – Member
  - Mrs. D .V. Chandralatha – Observer
  - Mrs. R. M. D. M. Kumari – Observer

From 02.10.2014, the Audit and Management Committee was comprised from following Commission members and officers;

- Mr. P. H. A. S. Wijeratne – Committee Chairman
  - Mr. W. Hilery E. Silva - Member
  - Mr. Chandralal De Alwis – Member
  - Mrs. D .V. Chandralatha – Observer
  - Mrs. R. M. D. M. Kumari – Observer
2. The Audit and Management Committee of the TVEChad meetings in four occasions on 17.02.2014, 13.11.2014, 16.12.2014, and 30.12.2014 during the year under review.
  3. The committee has focused on following key areas and gave instructions for the purpose of taking necessary actions.
    - Internal audit program and its activities
    - Financial reports and Annual Report of the TVEC
    - Annual work performance of the TVEC
    - Internal control and systems of the TVEC
  4. Internal audit program was implemented covering six (06) major audit areas i.e finance and control, vocational education and training plans and financial grants schemes, institute registration, course accreditation, award of NVQ, management information system during the year under review and it was able to undertake unplanned audits as directed by the Director General and the Audit and Management Committee.

#### **4.9 Legal Affairs**

##### **Amendment of the Act**

The Tertiary and Vocational Education Act was passed in 1990 and it does not clearly indicate the legal process to be adopted against those unregistered training institutions and the relevant courts which has prevented the TVEC taking legal actions against those institutions. Action has been taken to include provisions for the judiciary powers and thereby to strengthen the Parliamentary Act enabling the TVEC to take legal action against the those institutions.

Accordingly, action was taken to amend section 6, 7 and 11 of the Act with the consent of the Parliamentary subcommittee and thereafter, the amended draft Act was submitted to the Legal Draftsman Department in August 2013. The Legal Draftsman Department has sent the Draft act back to the TVEC. A discussion was held on 07.10.2014 with the Secretary of the Ministry of Youth Affairs and Skills Development regarding the draft act and it was decided to incorporate provisions for associate degrees which earlier removed. It was decided to include the amendments related to this matter by the Ministry committee and give a final decision.

### **Action taken against those 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 actions to get the identified courses accredited by the TVEC as agreed when they were awarded financial assistance as per section 4(e) and 4(g) of the Act no. 20 of 1990 for accreditation of courses. The purpose of this measure was to recover the grants money given to these training institutions.

Accordingly, action was taken to submit papers to the respective Reconciliation Councils against Nirmani Development Foundation, ATC Computer Training Institute, St. John's Technical Training Institute, Kolonnawa Vocational Training Institute, HICMA Vocational Training Institute (Akkaraipattu), SAKURA Computer Training Institute (Horana) for the purpose of recovering the grants awarded. As it was not able to reach a settlement of cases against HICMA Vocational Training Institute (Akkaraipattu), and SAKURA Computer Training Institute (Horana) those cases have been forwarded to Attorney General's Department for filling cases. Accordingly, legal action will be taken against SAKURA Computer Training Institute and the Divisional Secretary, Akkaraipattu has been requested to make a report regarding whereabouts of the HICMA Vocational Training Institute of which details could not be traced.

### **Convening of Governing Board Meetings**

The Assistant Director (Legal) serves as the Board Secretary as well and has convened 10 Governing Board meetings during the year 2014.

## **5.0 Planning and Research Division**

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

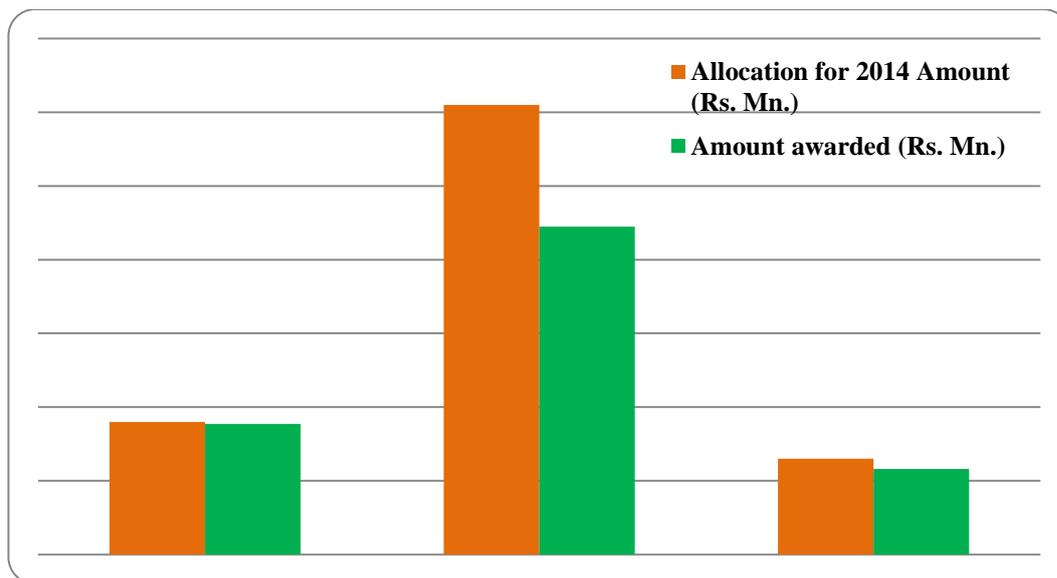
- Provision of financial assistance to public, private and Non Governmental Organizations (NGO) sector training institutions and monitoring of fund utilization
- Preparation and update of Vocational Education and Training (VET) Plans
- Preparation of Provincial Vocational Education and Training (VET)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

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

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

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

**Chart 5.1: Sector wise distribution of financial assistance awarded in 2014**



During the year under review, the program for awarding of financial assistance for public sector was held at the Parliamentary Consultative Committee meeting room on 27.11.2014 with the participation of Hon. Dullas Alahapperuma, Minister of Youth Affairs and Skills Development.

Awarding of grants to private sector institutions was held on 29.12.2014 with the participation of Mr. B. Wijeratne, Secretary of the Ministry of Youth Affairs and Skills Development.

Details of awarding financial assistance in 2014 by each scheme separately are given below.

**5.1.1. Awarding of financial assistance to public sector training institutions**

This scheme has been in operation over the past 15 years since 1999. The purpose of the scheme is to implement training activities identified in Vocational Education and Training (VET) plans prepared by the TVEC and the priority areas identified as per labour market trends. Opportunities are given to get the relevant courses accredited and award certificates under the NVQ framework. It has been observed that the courses that were given financial grants in the past are running in satisfactory manner.

In the year 2014, the training institutions that were operating outside the Ministry of Youth Affairs and Skills Development were considered for awarding of financial grants. Accordingly, applications were called from those institutions outside the Ministry and out of the 37 applications received, training institutions operating under the provincial councils were given priority.

An allocation of Rs. 1.305 Mn was available to be awarded among 07 courses under this program in 2014.

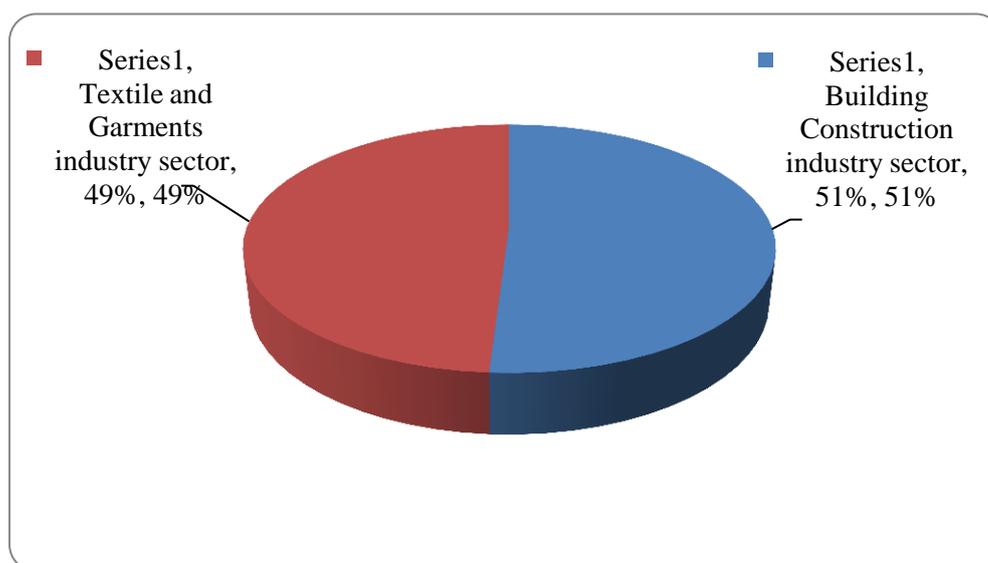
Accordingly, Rs. 1.3048Mn. was distributed among 06 courses conducted by 06 institutions operated by provincial councils thereby spending 99.98% of the total allocations available for 2014. Table 5.1 depicted below provides details of financial assistance provided to public sector training institutes, by industry sector.

**Table 5.1: Awarding of financial assistance to public sector training institutions by industry sector -2014**

No.	Industry Sector	Number of Courses	Amount awarded (Rs.)	%
1	Building Construction industry sector	04	662,040.00	51%
2	Textile and Garments industry sector	02	642,760.00	49%
	<b>Total</b>	<b>06</b>	<b>1,304,800.00</b>	<b>100%</b>

As shown in the table 5.1 above, it was able to award financial assistance covering 2 industry sectors where 51% of financial assistance was awarded to courses that train youth for construction industry sector which has a higher labour market demand locally and internationally. 49% of grants were awarded to courses in Textile and Garments industry sector. An analysis is depicted in chart 5.2 below.

**Chart 5.2: Awarding of financial assistance to public sector training institutions, by industry sector - 2014**



The table 5.2 below gives the details of financial assistance awarded to different training institutions in the public sector in 2014.

**Table 5.2: Awarding of financial assistance to public sector training institutions - 2014**

No.	Name of the Institute	Industry Sector	Training Course and NVQ Level	Awarded amount (Rs.)
<b>Central Province Provincial Council</b>				
1.	Technical Training Institute (Carpentry), Morayaya Minipe	Construction Industry	Woodcraftsman NVQ Level 4	329,990.00
2.	Technical Training Institute Karagastalawa Katukitula	Construction Industry	Woodcraftsman NVQ Level 3	88,000.00
<b>Sub Total – Central Province Provincial Council</b>				<b>417,990.00</b>
<b>Southern Province Provincial Council</b>				
3.	Light Engineering Training Institute Hatapelana Ahangama	Metal & Light Engineering	Welder NVQ Level 3	193,200.00
4.	Technical Training Institute (Carpentry), Nayapamula Baddegama	Construction Industry	Woodcraftsman NVQ Level 4	98,750.00
<b>Sub Total – Southern Province Provincial Council</b>				<b>291,950.00</b>
<b>Uva Province Provincial Council</b>				
4.	Human and Economic Development Training Institute Nakkalagoda Medagama Bibile	Construction Industry	Woodcraftsman NVQ Level 4	145,300.00
5.	Light Engineering Training Institute Nakkalagoda Medagama	Metal & Light Engineering	Welder NVQ Level 3	449,560.00
<b>Sub Total – Uva Province Provincial Council</b>				<b>594,860.00</b>
<b>Grand Total</b>				<b>1,304,800.00</b>

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

An allocation of Rs. 2.0 Mn was available to be disbursed among 12 courses conducted by private and NGO sector training institutions in the year 2014 for the purpose of improving quality and labour market relevance of training programs(as per the Revised Annual Implementation Plan of 2014).

A total of 44 applications were received and 14 were physically evaluated for award of grants. Out of the evaluated applications, 06 were selected for awarding of grants in 2014.

However, 03 institutes that conduct 03 courses have not been able to meet the conditions for awarding of grants by end of the year under review and thus did not sign the relevant agreements. Accordingly, Rs. 0.1673 Mn could not be spent as planned. In overall, it was able to spent 76.05% of the allocation available for this program in 2014.

Table 5.3 provides details of institutions, courses and amounts of grants awarded for private and NGO sector institutes in the year 2014.

**Table 5.3: Awarding of financial assistance to training institutions in the private & NGO sectors – 2014**

No	Training Institute and Address	Industry Sector	Training Course and NVQ Level	Approved Amount (Rs.)	Reimbursed Amount (Rs.)
1.	International Hotel School No. 48, Station Road Mt. Lavinia	Food & Beverages	Food Processing (NVQ Level 4 )	<b>393,019.12</b>	393,019.12
2.	St. Joseph's Technical Training Institute No. 35, Power House Road Trincomalee	Electrical & Electronics	Electrician (NVQ Level 3)	<b>46,690.00</b>	46,690.00
3.	Vivekananda Technical Training Institute Pudukuduiruppu Batticaloa	Printing	Computer Graphic Designer (NVQ Level 4)	<b>239,680.00</b>	239,680.00
4.	Matara Nurses Training Institute (Pvt) Ltd. Rahula Road Matara	Health	Nurse Assistant (NVQ Level 3)	<b>5,043.50</b>	5,043.50
5.	SOS Vocational Training Centre	Automobile Repair and	Automobile Mechanic	<b>623,000.00</b>	623,000.00

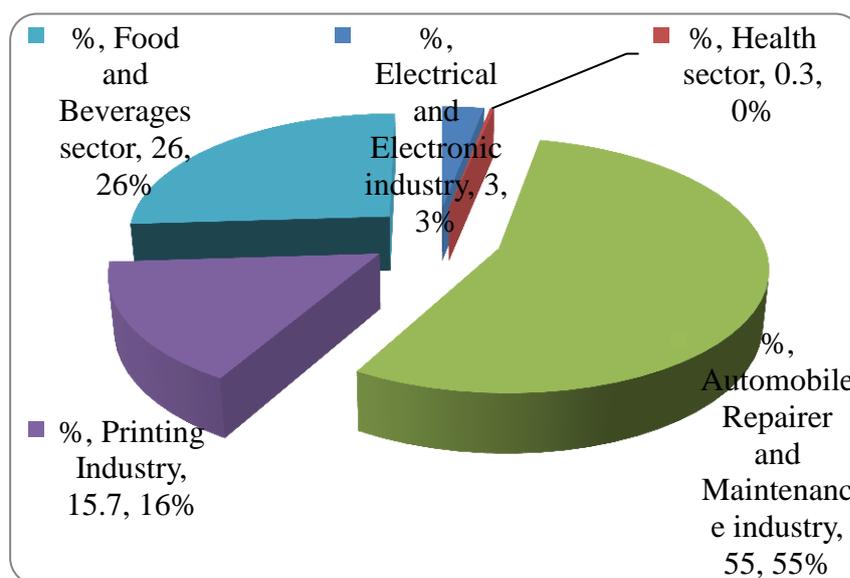
No	Training Institute and Address	Industry Sector	Training Course and NVQ Level	Approved Amount (Rs.)	Reimbursed Amount (Rs.)
	P. O. Box. 09 Maduruketiya Monaragala	Maintenance	(NVQ Level 3)		
6.	Tec Vithanika Kurunegala Road, Chilaw	Automobile Repair and Maintenance	Automobile Mechanic (NVQ Level 3)	<b>213,612.00</b>	213,612.00
<b>Total</b>				<b>1,521,044.00</b>	<b>1,521,044.00</b>

As shown in above table, it was able to disburse a total of Rs. 1.521 Mn. among 06 courses conducted by 06 institutes by 31.12.2014.

**Table 5.4: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2014**

Industry sector	No. of courses	Amount awarded (Rs.)	%
Electrical and Electronic industry	01	46,690.00	3.0
Health sector	01	5,043.50	0.3
Automobile Repairer and Maintenance industry	02	836,612.00	55.0
Printing Industry	01	239,680.00	15.7
Food and Beverages sector	01	393,019.12	26.0
<b>Total</b>	<b>06</b>	<b>1,521,044.62</b>	<b>100%</b>

**Chart 5.3: Awarding of financial assistance to training institutions in the private & NGO sectors by industry sector– 2014**



It was able to disburse 55% of the total allocation available for awarding of financial grants in 2013 to private and NGO sector training institutes for Automobile Repair and Maintenance industry sector where most of institutes prefer to provide training. The Table 5.4 and the corresponding Chart 5.3 depict details of the program.

However, it was not able to award grants to three institutes as they have not been able to meet the conditions of the scheme and thus did not sign the agreement of which details are given in table 5.5 below.

**Table 5.5: Details of institutes with which agreements did not sign - 2014**

No.	Training Institute and Address	Training Course and NVQ Level	Approved Amount (Rs.)	Reason for not signing the agreement
1.	Management and Technical International School No. 12, Main Street, Saindamaruthu	Computer Hardware Technician Level 4	80,591.00	
2.	D. M. I. Computer Institute No. 113, Kannaththidi Road, Jaffna	Computer Hardware Technician Level 4	38,570.00	
3.	Lanka Vocational and Education Training Institute, No.521/51, New Town, Anuradhapura	Nurse Assistant Level 3	43,790.00	Not applied for the course Accreditation
<b>Total amount could not be reimbursed in 2014</b>				<b>192,960.00</b>

### 5.1.2 Awarding of financial assistance to promote training for vulnerable people

The foregoing grants scheme has been developed and implemented by the TVEC for assisting training institutions that provide training for vulnerable/disadvantaged youth. The purpose of the scheme is to promote training for vulnerable/disadvantaged people of the country where the TVEC provides financial assistance to purchase necessary high-tech equipment for training courses. Accreditation of the courses is not compulsory in this scheme.

In 2014, Rs. 0.7 Mn was allocated for disbursement among 08 courses as per the revised Annual Implementation Plan of the year. As there were no sufficient applications received for the scheme, Rs. 0.309 Mn was transferred to public sector grants scheme. Also, an amount Rs. 0.07 Mn was paid as a consultative fee for development of a new grants scheme.

By mid of 2014, the TVEC had received 02 applications from 02 training institutes and those two institutes were given financial assistance subsequently to an evaluation of the course and institutions.

No.	Name of the Institute	Ownership	Industry Sector	Name of the Training Course	Total
1.	Diyagala Boys' Town and Technical Institute, Thewatta, Ragama	Private	Electrical and Electronic Industry	Electrician	117,575.00
2.	ORHAN Vocational Institute 02 <sup>nd</sup> Lane Balavinagar Mw. Thawasikullum	Private	Printing Industry	Computer Hardware Technician	522,300.00
			Printing Industry	Computer Graphic Designer	
<b>Consultancy services fees</b>					<b>70,000.00</b>
<b>Total grant awarded Rs.</b>					<b>709,875.00</b>

Accordingly, two (02) training institutions that are registered under the TVEC that provide three (03) courses were awarded Rs. 0.64 Mn. of financial assistance in 2014. Through the scheme, it was able to disburse 100% of the allocation available for this purpose in 2014. Details of the program are given in table 5.8 below.

### 5.1.2 Monitoring of fund utilization

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

This program was implemented in the year 2014 as well to physically evaluate the training institutions that were given financial assistance in the previous years and was able to evaluate 16 courses of 16 institutions that were given financial assistance in 2013. In addition it was able to evaluate 17 out of 18 courses that were given financial assistance in 2012 which have not been able obtain accreditation status from the TVEC.

It was found by the evaluation that 07 out of 11 courses in the private sector have been accredited to award NVQ. It was found that other courses were being in progress for accreditation process. During the evaluation program, it was found that 01 public sector course that was given assistance but not yet able to obtain accreditation. Details of the program implementation are given in table 5.7 and 5.8 below.

**Table 5.7: Findings of monitoring program - 2013**

Sector	No. of Institutes to which grants awarded	No. of courses to which grants awarded	No. of courses evaluated	Amount of grant provided (Rs.)	No. of students trained	
					2013	2014
<b>Public institutes</b>	05	05	05	887,242.50	150	100
<b>Private institutes</b>	11	11	11	22,248,147.70	208	175
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>23,135,390.2</b>	<b>358</b>	<b>275</b>

**Table 5.8: Findings of monitoring program - 2012**

Sector	No. of Institutes to which grants awarded	No. of courses to which grants awarded	No. of courses evaluated	Amount of grant provided (Rs.)	No. of students trained	
					2013	2014
Public institutes	10	10	09	1,446,652.00	150	100
Private institutes	05	08	08	736,217.30	144	121
<b>Total</b>	<b>15</b>	<b>18</b>	<b>17</b>	<b>182,869.30</b>	<b>294</b>	<b>221</b>

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

The TVEC has been engaged in developing Vocational Education and Training (VET) Plans for key industry sectors since 1999 with the objective of identifying skills requirements of the industry. Development of new VET plans and updating of previous VET plans are taking place in this program. Up to year 2014, nineteen (19) VET Plans have been developed and fourteen (14) of them have been updated.

### **5.2.1 Preparation of new VET Plans**

- **Transport and Storage sector**

Preparation of Transport and Storage sector VET Plan was completed in June 2014. Validation workshop was held on 27.06.2014 and an expenditure of Rs. 612,370.00 was incurred in 2014 for this VET plan development.

- **Environmental Protection sector**

The Committee that was appointed to evaluate the feasibility of developing a VET Plan for environment sector recommended developing a VET plan and thus the work was started in 2014. Forest Development and Environmental Science department of the University of Sri Jayewardenepura provides consultative support for development of this VET Plan for the TVEC.

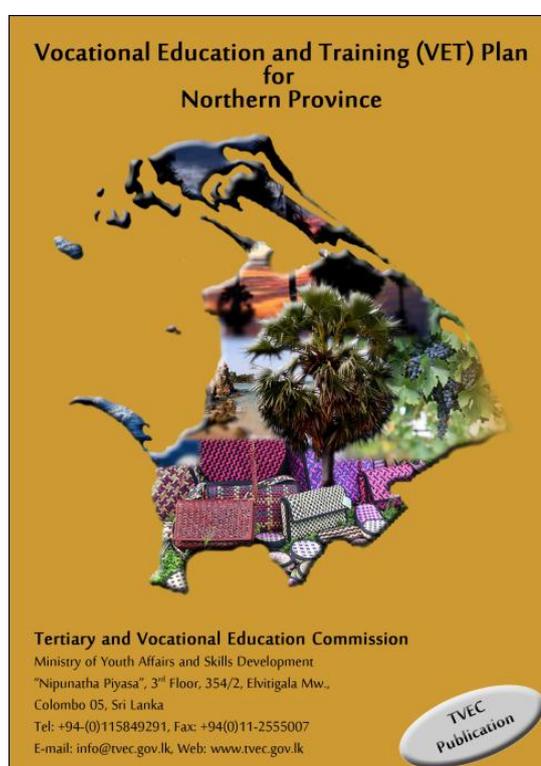
As per the action plan of the development work, the questionnaires for data collection were done and for that activity Rs. 572,953.50 was paid to the University as consultative fees.

### **5.2.2 Reviewing and updating of VET plans**

Reviewing and updating of ICT VET plan was started in November 2014 and proposals were called from potential consultancy firms by a per advertisement published on 11.12.2014.

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

In the year 2009, the TVEC commenced development of geographic based Vocational Education and Training (VET) Plans in fulfilling provisions of the TVE Act No. 20 of 1990. By end of the year 2014, preparation of provincial VET plans for Sabaragamuwa, Southern, North Western, Eastern, Northern, Uva and Central provinces have been completed. Development of Provincial VET plans was a useful program initiate by the TVEC.



Development of North Central province VET Plan was started in October 2014 of which district consultation planning workshops were held for Anuradhapura and Polonnaruwa districts on 11.12.2014 and 12.12.2014 respectively. Department of Economics and Statistics of University of Peradeniya provides consultative assistance for the development work. As per the work plan a consultative payment of Rs. 245,810.00 was made to the University for the work done.

The Uva and Central province VET plans completed in 2014 were done in association with two study teams of Uva Wellassa University and Peradeniya University respectively. For the Uva VET plan, a payment of Rs. 664,486.00 and for the Central province VET plan Rs. 465,672.00 was made during the year under review.

The North Western province VET plan was translated to Sinhalese language and 50 copies have been printed for dissemination among stakeholders and Rs. 99,500.00 was spent for this printing work.

Under the provincial VET plan implementation program, financial assistance of Rs. 80,000.00 was awarded to Sabaragamuwa Provincial Council for organizing of awareness programs for craftsmen who are willing to obtain NVQ through Recognition of Prior Learning (RPL) pathway.

#### **5.4 Implementation of research studies in the TVET sector**

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

The Research Cell has been able to do following activities during the year 2014.

##### **5.4.1 Research Steering Committee meetings**

The Research Cell has been able to set up a Research Steering Committee during the year under review for which members have been appointed representing the institutions of the Ministry of Youth Affairs and Skills Development. Accordingly, members from the following institutes have provided cooperation in research activities.

- University of Vocational Technology
- National Apprentice and Industrial Training Authority
- Vocational Training Authority of Sri Lanka
- National Youth Services Council
- Department of Technical Education and Training
- Ministry of Youth Affairs and Skills Development

The Research Cell envisages fulfilling following objectives through the Research Steering Committee.

- Inducing TVET sector researchers to undertake research
- Present research topics and proposals and to settle research related issues of TVET sector researchers
- Creating a conducive environment for undertaking appropriate and relevant research

In order to reach the foregoing objectives, five (05) Research Steering Committee meetings have been held during the year under review.

#### 5.4.2 New TVET Researches

Research proposals have been called from institutions under the Ministry of Youth Affairs and Skills Development during the year under review. The Research Steering Committee was instructed to guide this process and ensure good research proposals are submitted by the researchers. Accordingly, the Research Cell had received 13 research proposals in 2014.

The Research Steering Committee has evaluated the proposals and selected 09 proposals and for which approval of the board of the Commission was obtained. It was expected to spend Rs. 0.958 for these researches and following table 5.9 shows the details of researches and the amounts allocated for each research.

**Table 5.9: Details of TVET Researches - 2014**

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2014 (Rs.)	Amount to be spent in 2015 (Rs.)
1	The down under status for accreditation of courses conducted by Colleges of Technology and Technical Colleges of DTET	Mr. A.M.R.R. Abeykoon Deputy Director DTET	120,000.00	60,000.00	60,000.00
2	An investigation of dropout of NAITA apprentices	Mr. W. G. Saman Kumara Statistician NAITA	108,750.00	54,375.00	54,375.00
3	Social Media Enhanced Access to Learning Opportunities for University of Vocational Technology ICT undergraduates	Mr. W.A.H.S.S. Wewala Lecturer UNIVOTEC	75,000.000	37,500.00	37,500.00
4	Study on the Effectiveness of Using Multimedia and IT Tools for Improving English Language Skills of the Undergraduate Students of the University of Vocational Technology	Mr. S. Kularatne Senior Lecturer UNIVOTEC	78,000.00	39,000.00	39,000.00
5	Identification of reasons for not appearing for final assessment of students undergoing Construction related courses	Mr. K. A. Lalithadheera Director (Research and Planning)	121,000.00	60,500.00	60,500.00

No.	Research title	Research Team	Approved cost (Rs.)	Amount spent in 2014 (Rs.)	Amount to be spent in 2015 (Rs.)
6	A study to find out reasons for low response to the grant application	Ms. Priyanga Nanayakkara Asst. Director (P&R) TVEC	88,000.00	40,850.00	47,150.00
7	Effectiveness of promotional and awareness(Social Marketing) programmes to propagate NVQ framework among the different stake	Mr. Vajira Perera Director (NVQ) TVEC	119,500.00	0.00	119,500.00
8	A study on effectiveness of OJT (special emphasis of Automobile sector) in Colombo District	Mr. H. G. K. N. Bandara Asst. Director (P&R) P&R Division	108,000.00	54,000.00	54,000.00
			<b>818,250.00</b>	<b>346,225.00</b>	<b>472,025.00</b>

**Table 10: Details of TVET researches that were abandoned in 2014**

No.	Title of research	Estimated cost (Rs.)	Reasons for abandon
1	Issues Pertaining to Industrial Training of the Tertiary Education Sector in Sri Lanka Mr. P. R. Rodrigo Director/Principal NAITA	140,000.00	Due to the changing of the institution and designation, the workload was increased as a result the research works were not attended.

The field survey started in 2014 incurred Rs. 0.346 and accordingly it was able to spend 42% of approved allocations of research program. The balance was deferred to year 2015 to be paid on completion of the research studies.

Also, it should be noted here that one (01) research study was abandoned due to the work pressure created by change of workplace and designation of the researcher. The remaining 08 research studies have been completed by the end of year 2014. Also, in order to support submitting of one research report to an international conference, Rs. 0.0185 Mn was spent and accordingly the Research Cell has been able to spend Rs. 0.487 Mn. in 2014 for implementation of the TVET research program.

### 5.4.3 Conducting Research Workshops

On the recommendation of the Research Steering Committee, three (03) research workshops have been held in 2014 for sharing details of following topics. Table 5.11 gives details of the workshops held.

**Table 5.11: Research workshops – 2014**

No.	Research Field	Number of participants	Date of workshop	Amount spent (Rs.)
1.	SPSS workshop	17	11.09.2014	42,700.00
2.	SPSS workshop	22	12.09.2014	
3.	Writing research proposals	66	30.10.2014	63,135.00
<b>Total amount spent for workshops (Rs.)</b>				<b>105,835.00</b>

### 5.6 Review and update of Corporate Plan and prepare Annual Implementation Plan of the TVEC

The Corporate Plan of the TVEC was updated as a rolling plan to be valid for 5 year period (2015-2019) based on the guidelines of ten year plan of the Ministry of Youth Affairs and Skills Development. The plan was developed based on the guidelines of the “vision for new Sri Lanka” development horizon program of the “Mahinda Chinthana”. Annual Implementation Plan of 2015 was developed based on the Corporate Plan. Targets of the Annual Implementation Plan were decided based on the funding from the Government budget and other donor agencies. An image of the cover page of updated Corporate Plan is depicted below.



## 6.0 Standards and Accreditation Division

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

1. Registration of training institutions
2. Accreditation of training courses
3. Development and updating of National Competency Standards and allied documents

In order to carry out programs and activities of the division, Twelve (12) officers including an Actg. Director, one (01) Deputy Director, four (04) Assistant Directors, three (03) Development Officers, three (03) Management Assistants, and one (01) Office Assistant were in service during the year 2014. In order to achieve the objectives of the division, following are the details of programs implemented and progress achieved in relation to each program during 2014 by the Standards and Accreditation division.

### 6.1 Registration of training institutions

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

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

As per the Annual Implementation Plan of 2014, it was expected to evaluate 400 new institutions for registration and it was able to evaluate 395 of which details are given in the table 6.1 below.

**Table 6.1: Evaluation of training institutions for registration (New)**

2014	No. of institutions
Target	400
Progress	395

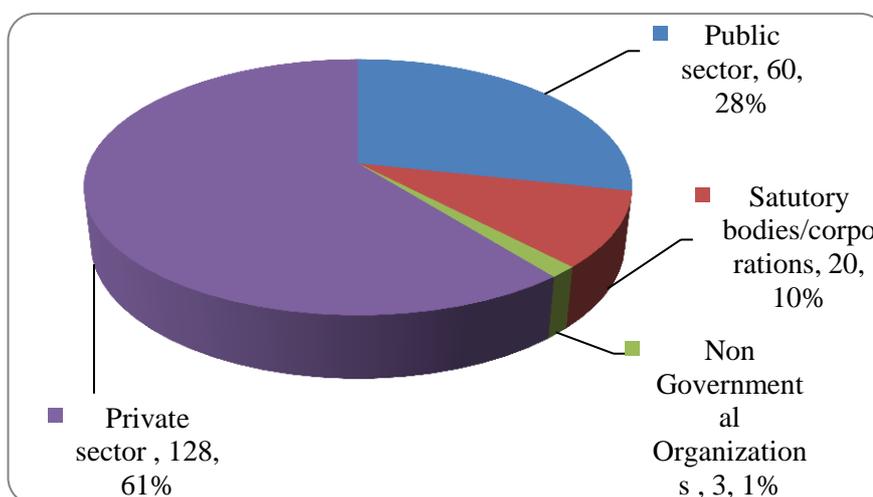
As 211 institutes out of 395 have been able to meet the registration criteria, they have been registered as new institutes. The remaining applicant institutes have not been registered as they did not meet the registration criteria.

Following is an analysis of newly registered training institutions by ownership during the year 2014.

1. Institutions belong to public sector	-	60
2. Institutions belong to statutory bodies/corporations	-	20
3. Institutions belong to Non Governmental Organizations	-	03
4. Institutions belong to private sector firms	-	128
<b>Total</b>	-	<b><u>211</u></b>

The Chart 6.1 below shows the newly registered institutions by ownership in 2014.

**Chart 6.1: Registered institutions by ownership**



## 6.2 Renewal of registration of training institutions

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

It was expected to renew registration of 300 institutions during the year 2014 and the TVEC has been able to evaluate 452 during the year under review and re register 425 institutions. (This includes the institutions of which registration was expired in 2014 as well). An excess of 152 evaluations for renewal were done in 2014.

Training centres tend to maintain valid registration as certificates are verified when certificate holders leave for foreign employment. Also, valid registration is a pre requisite for accreditation. Thus, it was able to exceed the targets of renewal of registration of institutes in 2014.

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

**Table 6.2: Evaluation of training institutions for renewal of registration**

2014	No. of institutions
Target	300
Progress	452

A Gazette notification was published on 23.05.2014 that included details of training institutions registered up to October 2014. The TVEC website ([www.tvec.gov.lk](http://www.tvec.gov.lk)) carries information in relation to institutions registered with the TVEC.

**6.3 Reforming the criteria for registration of training institutions**

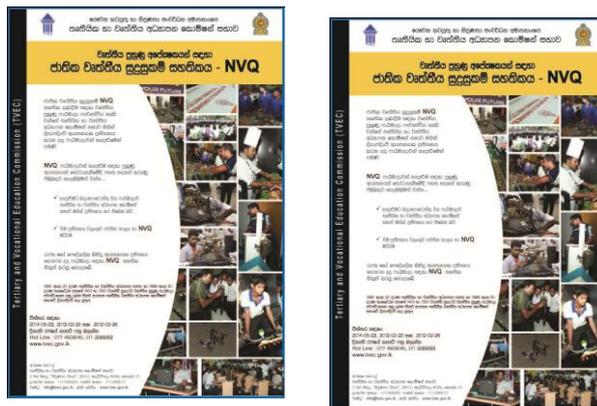
It was able to obtain approval from the Commission for revised criteria for registration during the year under review which is expected to be effected since 2015.

**6.4 Programs implemented during the year 2014 to promote registration of training institutions**

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

**1. Awareness creation through newspaper advertisements**

- Advertisements were published regarding selecting an institute for the purpose of training in Silumina, Thinakaran, and Sunday Observer on 16<sup>th</sup> November 2014



**2. Awareness creation through handbills**

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

**3. Awareness by Government Gazette published on 23<sup>rd</sup> May 2014.**

## 6.5 Accreditation of courses

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

criteria are developed so as to be able to identify suitable training institutions and courses for award of national qualifications under the National Vocational Qualifications (NVQ) framework as per the competencies required by the industry as indicated in relevant National Competency Standards.

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

The table 6.3 shown below provides details of assessment targets and actual progress achieved during the year 2014, by sector.

**Table 6.3: Details of assessment targets and actual progress - 2014**

Training sector	Assessments	
	Target	Progress
Public sector	400	616
Private & NGO sector	100	104
<b>Total</b>	<b>500</b>	<b>720</b>

As shown in the table 6.3 above, it was able to assess 616 courses conducted by public sector institutions as per the relevant National Competency Standards in the year 2014 out of which 451 courses have been accredited. Accordingly, the cumulative number of courses accredited in the public sector institutions has increased to 1,626.

It was able to assess 104 courses conducted by private and NGO sector institutions and was able to accredit 70 courses in the year 2014. Accordingly, the cumulative number of courses accredited in the private and NGO sector institutions has increased to 496.

Accordingly, there were 2,122 accredited courses in the country, by end of 2014.

As per the table 6.3 above, the progress of assessment of public sector courses was outnumbered the target by 216 courses and the same for private/NGO sector courses outnumbered by 04 courses.

This total increase of 220 courses may be attributed to introduction of NVQ into the Government recruitment scheme by the Ministry of Public Administration, making mandatory for Domestic House Keeping assistant to have NVQ when they depart for foreign employment, introduction of new National Competency Standards, and receive of more applications for accreditation due to increasing popularity of NVQ among general public.

Though the assessment evaluations increased to 616 course, number of courses accredited were 451 in the public sector. This may be attributed to lack of training equipment, lack of qualified teachers, not conducting courses as per the National Competency Standards and curricula and not conducting continuous assessment as per the guidelines issued. The institutions that have not been able to get through the accreditation assessment have been informed. The total number of courses evaluated in 2014 was 720 and out of this number, 521 courses have been accredited.

The table 6.4 shown below gives details of total number of accredited courses by end 2014, by institutions.

**Table 6.4: Total number of accredited courses by main training provider as at end of 2014**

Main training provider	No. of accreditation applications received in 2014	No. of accreditation assessments done in 2014*	No. of courses accredited in 2014	Total No. of courses accredited by end of 2014
National Apprentice & Industrial Training Authority	35	34	16	115
National Youth Services Council	41	39	14	96
Department of Technical Education & Training	167	129	92	341
Vocational Training Authority of Sri Lanka	288	351	285	968
Other Government Institutions	96	65	44	106
Private & NGO sector institutions	98	102	70	496
<b>Total</b>	<b>725</b>	<b>720</b>	<b>521</b>	<b>2,122</b>

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

## 6.6 Renewal of accreditation

The validity period of accreditation is 03 years and therefore the training institutions that conduct accredited courses must take actions to renew accreditation of these courses on completion of accreditation validity period. Accordingly, during the course of year 2014, there were 158 courses in the public sector institutions and 53 courses of private/NGO sector institutions of which validity period of accreditation seize to be effective. Out of these courses, 183 public sector courses were assessed and of which, accreditation status of 181 courses has been renewed. The assessment included the applications received and assessed in the last year as well. In the private/NGO sector, 63 courses were also assessed and out of that, 66(including applications received and assessed in previous year) courses were found suitable for renewal of accreditation during the year.

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

**Table 6.5: Details of reaccredited courses by main training provider**

Main training provider	No. of applications received in 2014 for renewal of accreditation	No. of assessments done in 2014 for reaccreditation*	No. of courses reaccredited in 2014
National Apprentice & Industrial Training Authority	16	10	08
National Youth Services Council	0	0	0
Department of Technical Education & Training	46	38	35
Vocational Training Authority of Sri Lanka	121	108	133
Other Government Institutions	05	02	66
Private & NGO sector institutions	59	53	247
<b>Total</b>	<b>247</b>	<b>211</b>	<b>489</b>

Note: \* Applications received in last year were also assessed

\* Applications received in December were not assessed

## 6.7 Programs implemented to promote accreditation of training courses

With the view of promoting the accreditation program, the Standards & Accreditation division organized thirteen (13) awareness workshops during the year under review which were attended by 532 instructors of training institutions in all over the country.

## 6.8 Attestation of registration status

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

On the request of the Ministry of Foreign Affairs, 853 certificate attestation letters have been issued on request during the year 2014.

Also, 425 certificate attestation letters have been issued for the purpose of recruitment and promotion in public sector institutions.

## 6.9 Revenue generated by the Standards & Accreditation division in 2012

	Rs.
Sale of Students' records books	- 2,191,950.00
Fees charged for registration of institutions	- 2,464,500.00
Fees charged for Accreditation of courses	- 2,305,100.00
<b>Total revenue generated by the Standards and Accreditation division in 2014</b>	<b>6,961,550.00</b>

## **6.10 Development and revision of National Competency Standards and related documents**

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

### **Developed National Competency Standards:**

#### **(a) NVQ Level 1 – 4**

- Blaster Painter
- Business Associate
- Care Giver
- Crane Operator
- Diesel Pump Mechanic
- Field Assistant- Forestry
- Floating Vessel Mechanic
- Laboratory Assistant
- Scaffolder
- Scuba Diver
- Industrial Mechatronics Technician
- Tiler
- Refrigeration and Air-conditioning Serviceman
- Occupational Safety and Health Officer
- Aquaculture Technician
- Web Developer
- Machine Operator- Beverages

#### **(b) NVQ Level 5 and 6**

- Preschool Management
- Construction Equipment Maintenance Technology

### **Developed Curricula**

#### **(a) NVQ Level 1 - 4**

- Assistant Factory Officer – Rubber
- Assistant Factory Officer – Tea
- Landscaping Technician
- Cinnamon Field Operation
- Cinnamon Factory Operation
- Milking Machine Operator
- Milk Collecting Centre Assistant

## **NVQ Level 5 and 6**

- Floriculture and landscape Gardening Technology  
Vocational and Technical Training Delivery

### **ii. Updating of National Competency Standards**

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

#### **(a) NVQ level 1 -4**

- Electrical Appliance Maintenance Technician
- Draughtsperson
- Nurse Assistant
- Fabric Inspector

Updated curricula:Landscaping Technician

### **iii. Development of Assessment Resource**

The TVEC had released financial assistance to the NAITA for development of assessment resources for the NCS developed in 2013/14 period. During the year 2014, following assessment have been developed and received to the TVEC.

- Cinnamon Field Operator
- Cinnamon Factory Operator
- Aquaculture Technician
- Care Giver
- Diesel Pump Mechanic
- Handloom Technician
- Leather Products Craftsman
- Machine Operator- Beverages
- Multi-skilled Craftsman
- Plumber
- Refrigeration and Air-conditioning Serviceman
- Tiler
- Web Developer
- Pattern Maker
- Secretary
- Receptionist
- Computer Hardware Technician

**vi. National Competency Standards that have been translated to Sinhalese and Tamil languages**

- (a) Following NCS have been translated into Sinhalese language of which target for 2014 was 05 NCS.
- Building Service Technician
  - Three wheel Mechanic
  - Municipal Solid Waste Work Supervisor
  - Clerk
  - Assistant Field Officer – Tea
- (b) Following NCS have been translated into Tamil language of which target for 2014 was 10 NCS.
- Three wheel Mechanic
  - Municipal Solid Waste Work Supervisor
  - Landscaping Technician
  - Fishing Vessel Skipper
  - Dairy Farming Assistant
  - Domestic Housekeeping Assistant
  - Plant Nursery Development Assistant
  - Construction Site Supervisor
  - Basic Competencies to Work
  - Outboard Motor Mechanic
  - Tailor
  - Field Assistant – Agriculture
  - Nurse Assistant

**v. Development of CD-ROMs of NCS and allied documents**

The Standards and Accreditation division sells the NCS and allied documents as CD-ROMs through the Library of the TVEC at a price of Rs.500.00 each by which Rs. 571,000.00 was earned in 2014.

**7.0 National Vocational Qualifications (NVQ) Division**

With the objective of giving effect to the National Vocational Qualification framework in the country, following six-fold program has been implemented by the NVQ division in 2014.

1. Making awareness programs for public sector as well as private sector industries on NVQ system and related activities implemented in order to popularize NVQ among general public
2. Direct and indirect programs to implement National Vocational Qualifications system

3. Establishment of Quality Management System in the TVEC and implement reapplication process for recertification while ensuring continuous application of quality practices
4. Development of Standards for General NVQ system in which GNVQ to be awarded in technology stream in advance level curriculum
5. Establishment of Quality Management Systems in training institutes registered with the TVEC
6. NVQ and other ancillary activities implemented in 2014 that are external to the Annual Implementation plan

Accordingly, the foregoing 6-fold program and related activities implemented by the NVQ division during the year under review were as follows;

### **7.1 Making awareness programs for public sector as well as private sector industries on NVQ system and related activities implemented in order to popularize NVQ among general public**

7.1.1 (a) As per the Annual Implementation Plan of 2014, four (04) NVQ awareness creation programs were to be held. Accordingly, two (02) such programs have been implemented for Staff of Divisional Secretariats in Ratnapura District and staff of Small Industries Department of Kalutara District.

(a) In addition, two other programs were held for 130 school children in association with the Chamber of Commerce.

7.1.2 Organizing the “Deyata Kirula” exhibition in Kuliypitiya and attending another exhibition held in Uva province.

7.1.3 Award of 57 NVQ Level 2 certificates in Solid Waste Operation Assistant in line with “Deyata Kirula” exhibition.

7.1.4 Submission of a research proposal on effectiveness of NVQ awareness program where 3 questionnaires sets have been developed and data have been collected

7.1.5 Conducted a 2-day workshop at the Univotec on delivering the “basic Competencies to Work” for 25 instructors (ToT)

### **7.2 Direct and indirect programs to implement National Vocational Qualifications system**

7.2.1 Organized two workshops for launch of new National Competency Standards

(a) In the first workshop following standards have been launched:

- Fishing Vessel Skipper
- Physical Fitness Trainer

- Construction Equipment Operator – 40 officers attended in the launch

(b) In the second workshop following standards have been launched:

- Care Giver
- Laboratory Assistant
- Occupational Health and Safety Officer
- Aquaculture Technician

(This workshop was held in January 2015 and there were 26 officers attending the workshop)

7.2.2 Two NVQ circulars have been published in TVEC website on Mapping of certificates/diplomas

- NVQ 04/2014 – Equivalence of National Certificate in Technology (NCT) - Quantity Surveying (Part-Time) Program into NVQ Level 5
- NVQ 03/2014 - Equivalence of National Certificate in Technology (NCT)-Electrical and Electronic program into NVQ Level 5

7.2.3 Awarding of NVQ for those who follow Non-NVQ courses through an equating process

NVQ equivalent certificates have been awarded to those who are found successful at the professional reviews held for following courses:

	Course	No. of certificates
1.	National Certificate in Industrial Technology (Civil)	22
2.	National Certificate in Technology (Civil)	22
3.	National Certificate in Technology (Mechanical)	14
4.	National Diploma in Engineering Science - NDES (Civil)	10
5.	National Diploma in Engineering Science- NDES (Electrical)	03
6.	National Diploma in Engineering Science- NDES (Mechanical)	01
7.	Ship Assembly National Diploma - India	02
	Total revenue generated (Rs.)	134,000.00

7.2.4 Coordination and liaison between all institutions that conduct NVQ level 5 and 6 courses

- An audit was conducted on semester assessment, final assessment and continuous assessment of institutes that conduct NVQ level 5 and 6 courses
- Moderation of semester assessment papers and appointing assessors for NVQ level 5 and 6 courses

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

- a. Conducted internal audits for four divisions of the TVEC and conducted one management review meeting
- b. Renewal of ISO-9001:2008 certificate and worked for surveillance audits conducted by the Sri Lanka Standards Institution

### **7.4 Development of Standards for General NVQ system in which GNVQ to be awarded in technology stream in advance level curriculum**

It was able to develop a National Competency Standard for NVQ level 3 for those who follow technology stream at schools. This NCS includes units for provision of soft skills as well. This program was conducted in association with the Sector Skills Development Program (SSDP).

### **7.5 Establishment of Quality Management Systems in training institutes registered with the TVEC**

- 7.5.1 It was able to conduct seven workshops at the Sri Lanka Institute of Development Administrators (SLIDA) and two more workshops at the Vocational Training Authority auditorium for those institutes that are expected to establish Quality Management Systems (QMS)
- 7.5.2 It was able to appoint 12 Lead Auditors (included below) as an Audit Guild for the purpose of establishing and auditing of QMS in training institutions
  1. Mr. Vajira Perera – Tertiary and Vocational Education Commission
  2. Mr. S. L. Ginige – Former Director of Sri Lanka Standards Institution
  3. Mr. Sunil Amerawansa – Former Deputy Director General, Sri Lanka Standards Institution
  4. Mr. S. C. Bamunuarachchi - Former Director of Sri Lanka Standards Institution
  5. Mr. C. Wimalaratne – Quality Assurance Officer, Sri Lanka Steel Corporation
  6. Mr. M. Muttusami – Quality Manager, Elephant Group of Companies
  7. Mrs. C. Premaratne – Tertiary and Vocational Education Commission
  8. Mr. Manjula Vidanapathirana –Tertiary and Vocational Education Commission
  9. Mrs. Diluka Perera – Tertiary and Vocational Education Commission
  10. Mr. Ajith Polwatte –Tertiary and Vocational Education Commission
  11. Mrs. P. P. P. Nanayakkara – Tertiary and Vocational Education Commission
  12. Mrs. W.K.D. Harischandra - Tertiary and Vocational Education Commission

7.5.3 It has been recommended to award QMS certificates to following 15 training institutes which have been audited by external auditors and found suitable for awarding of QMS certificate. During the year, 48 institutions have been audited by the NVQ division.

1. Miani Technical Institute, Batticaloa
2. Kawantissa Vocational Training Centre, Tissamaharamaya
3. Advance Construction Training Agency, Battaramulla
4. Don Bosco Vocational Training Centre, Negombo
5. National Vocational Training Institute, Narahenpita
6. College of Technology, Anuradhapura
7. Vocational Training Centre, Galle
8. National Vocational Training Institute, Baddegama
9. College of Technology, Ampara
10. National Information Technology Centre, Narahenpita
11. College of Technology, Ratnapura
12. College of Technology, Maradana
13. SOS Vocational Training Centre, Monaragala
14. Don Bosco Vocational Training Centre, Matiyagane
15. Charmway Vocational training Centre, Nugegoda

## **7.6 NVQ and other ancillary activities implemented in 2014 that are external to the Annual Implementation plan**

7.6.1 In the Mature Candidates program for awarding of NVQ level 5 equivalent certificates started in 2013, it was able to award NVQ level 5 equivalent certificates for 65 candidates who were successful at the professional review held at the TVEC in the year 2014.

Professional Reviews were held for 210 candidates and suitable panels were appointed for the viva voce held for this purpose. The table below gives details of certificates issued;

<b>Field</b>	<b>No. of certificates</b>
Hotel and Tourism	1
Clerk	2
Building Construction	8
Manufacturing Technology	5
Automobile Technology	4
Information and Communication Technology	8
Mechanical	5
Graphic Design	1
Gem and Jewellery	2
Secretarial Practice	1
Hair and Beauty	13
Executive Officer	1
Industrial Sewing Machine Operator	3
Tailor	3
Refrigeration and Air-conditioning	1
Computer Hardware Technician	1
Electrical and Electronics	2
Wood Craftsman	2
Baker	1
Fitter	1
Total number of Certificates	65

7.6.2 Applications were called for the year 2014 for the Mature Candidate program and there were 403 candidates for 2014 program.

7.6.3 Supported for Skills Competition of 2014 and final awarding ceremony held in this regard.

7.6.4 Mapping of CIMA, ACCA, CMA and AAT courses with NVQ level 3 and 4 and obtained Commission approval for equating program.

7.6.5 Two meetings have been held of the committee appointed for mapping of Non-NVQ courses with suitable NVQ levels.

7.6.6 Proposed a new QMS certification system called “6 x 9 Matrix” based on ISO 9001:2008 and IWAZ:2007 to be implemented in place of previous QMS system that was implemented before 2014.

7.6.7 Obtained approval for a new payment scheme for payment of fees for Auditors who undertake audits in the new QMS system.

7.6.8 A meeting was held with the Chairman and a member of HETC program of the Higher Education Ministry for the purpose of mapping of NVQ framework with foreign qualifications systems.

## 7.7 NVQ Assessment Coordination Unit

Key activities of the Assessment Coordination Unit of the NVQ division implemented during the year 2014 are given below;

### i. Conducting inter-agency NVQ steering committee meetings

Inter agency NVQ steering committee which has been implemented over the past few years is a mechanism adopted for identifying policy issues of NVQ framework implementation and give feasible solutions in order to rectify the issues. The committee is attended by Heads of main public training institutes under the Ministry and senior managers thereof. During the year 2014, the Committee was expected to meet 6 times as per the Annual Implementation Plan and it was able to organize all 6 meetings of the Committee.

### ii. Needs assessment of Competency Based Assessors

Competency based assessments are done by the Assessors registered with the TVEC. The purpose of the assessor needs assessment was that to identify the assessor requirements as per the assessments that were to be done in 2014. It was expected to obtain an idea of geographical dispersion of assessors and the needs assessment was completed in the early part of the year 2014. Following table 7.1 gives details of the geographical dispersion of Assessors as identified in the needs assessment.

**Table 7.1: Details of the geographical dispersion of Assessors**

District	Number of Assessors
Ampara	71
Anuradhapura	45
Badulla	48
Batticaloa	40
Colombo	405
Galle	127
Gampaha	231
Hambantota	60

<b>District</b>	<b>Number of Assessors</b>
Jaffna	25
Kalutara	146
Kandy	130
Kegalle	52
Kilinochchi	0
Kurunegala	135
Mannar	0
Matara	87
Matale	29
Monaragala	12
Mulaitivu	0
Nuwaraeliya	14
Polonnaruwa	8
Puttalam	24
Ratnapura	38
Trincomalee	14
Vavuniya	29
<b>Total</b>	<b>1770</b>

**iii. Conducting interviews to select suitable persons to train and assign assessment work as Assessors**

The Assessment unit of the TVEC continuously invites applications from suitable persons to work as competency based assessors. A specified application for potential assessors is available in the Assessment unit which can be obtained on request and can submit at any time in a year. The applications that meet minimum requirements included in the application registry. As and when required those who meet minimum requirements are called for interviews and send those selected for providing training on competency based assessments. The assessment unit undertakes sending of invitations, conducting interviews, appointment of interview panels etc. Following table 7.2 gives details of interviews held during the year 2014.

**Table 7.3: Details of Assessor’ interviews held during the year 2014**

<b>Interview date</b>	<b>Number selected at the Interview</b>	<b>Number selected by the Univotec after the training</b>
2014.01.20	33	29
2014.05.19	34	27
2016.06.16	13	11
2014.06.23	24	24
2014.10.06	41	41
2014.10.27	32	29
2014.11.24	38	33
2014.12.15	26	26
<b>Total</b>	<b>241</b>	<b>220</b>

**iv. Conducting workshops to train Competency based Assessors**

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

The TVEC gives following set of documents to those who complete the training course successfully.

01. A set of assessment resources
02. Documents and forms used for assessments

Those who complete training course successfully are given a registration number and are included in the TVEC assessors registry maintained in the website of the TVEC. During the year 2014, a total of 220 new Assessors have been included in the Assessor Registry. A program was implemented to give license to selected assessors where they are selected through a test and a viva voce. During the year 2014, 120 assessors who successfully passed the tests were given license.

**v. Giving approval to conduct competency based assessments in public and private sector training institutions**

Appointment of Assessors to private sector training institutions to conduct assessments for NVQ was done by the TVEC and accordingly all requests for assessments were fulfilled by the assessment unit. The target of this program for 2014 was appointment of Assessors for 1200 courses. Also, it was able to coordinate 2685 assessments in Public and private sector training institutes. The details of appointment approval given in 2014 are as follows.

- Private institutes and public institutes outside of the Ministry - 436 courses
- Public sector institutions - 2249 courses

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

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

- i. Registration of training institutes
- ii. Accreditation of courses conducted at these institutes
- iii. Provide awareness for SLBFE staff on the NVQ system
- iv. Appointment and training of Assessors in relevant occupations

Awarding of NVQ at the institutes belonging to SLBFE was started in June 2013 and eight (08) meetings were held to discuss the matters related.

## **vii. Investigate complaints on NVQ assessments**

No complaints were received in 2014 regarding NVQ assessments.

## **viii. Maintaining consistency of competency based assessments**

Each and every Competency based assessment is done by a panel of two Assessors in the assessor pool who are registered with the TVEC. It is vital to eliminate subjectivity on the assessment decision to maintain consistency of assessments. In order to ensure consistency of assessment, the TVEC organizes workshops with Assessors and discuss matters related and arrive at consensus to ensure consistency of assessments. These workshops are called consistency workshops.

These consensus reached at these workshops are shared among Assessors and circulars are issued as appropriately to disseminate the decisions properly thus requiring the Assessors to work accordingly.

It was planned to conduct six (06) assessment consistency workshops in 2014 however, the Unit was able to conduct seven (07) such workshops of which details are given in table 7.3 below.

Table 7.3: Details of assessment consistency workshops conducted in 2014

<b>Date conducted</b>	<b>Number invited</b>	<b>Number attended</b>	<b>Occupation</b>
2014.05.03	138	69	Electrician, Welder
2014.05.03	161	43	Machinist, Automobile Mechanic
2014.08.04	100	82	Domestic Housekeeping Assistant
2014.09.25	14	08	Preschool Teacher
2014.11.04	26	16	Basic Competencies to work
2014.11.25	13	12	Nurse Assistant
2014.12.09	115	82	Beauty culture and Hair Stylist

**ix. Ancillary activities implemented by the Assessment Unit**

- Conducting a written test for 7396 candidates in hair and beauty culture occupations at 28 assessment centres covering entire country in April and September 2014 and was able to release results of all candidates
- Staff of 06 registered training centres was trained on Domestic Housekeeping Assistant on course delivery and assessments.

**7.7 Issuing of NVQ certificates**

During the year 2014, the TVEC has been able to print and distribute 28,546 NVQ certificates of which details are given in Table 7.4 below.

**Table 7.4: NVQ certificate holders and number of certificates issued by institutes – 2014**

Institution	Number of certificate holders			Number of certificates		
	CBT	RPL	Total	CBT	RPL	Total
Department of Technical Education and Training	3148	0	3148	3481	0	3481
National Apprentice and Industrial Training Authority	1393	4046	5436	1577	4619	6196
Vocational Training Authority	5927	174	6101	7510		7711
National Youth Services Council	616	0	616	720	0	720
Private institutes	9296	0	9296	10438	0	10438
<b>Total</b>	<b>20380</b>	<b>4220</b>	<b>24597</b>	<b>23726</b>	<b>4820</b>	<b>28546</b>

Source: Certificate database of the TVEC

**Table 7.5: No. of Certificates Printed – Private/NGO sector Vocational Training Institutes – 2014**

Name of Institute	No. of Certificates
P01/0016 – Ceylon German Technical Training Institute	<b>108</b>
P01/0131 - Sri Lanka Institute of Printing	<b>03</b>
P01/0161 – Ceylon German Railway Technical Training Institute	<b>08</b>
P01/0185 - Logitech Institute of Information Technology (Pvt) Ltd.	<b>05</b>
P01/0213 - Asia Lanka Vocational and International Training Centre	<b>69</b>
P01/0222 - Roots Hair & Beauty Salon and Academy	<b>08</b>
P01/0223 - Prima Ceylon Ltd- Sri Lanka	<b>57</b>
P01/0240– Little Buds	<b>92</b>
P01/0253 - International Academy of Beauticians (Pvt) Ltd	<b>19</b>
P01/0257 – Win - Stone Hotel School	<b>326</b>
P01/0259 – Decimal Garments and Technologies	<b>06</b>
P01/0266 – Navoda Institute of Computer Technology	<b>13</b>
P01/0274 – Technology and Computer Training (Pvt) Institute	<b>56</b>

<b>Name of Institute</b>	<b>No. of Certificates</b>
P01/0290 - Salon Bernie & Academy	<b>01</b>
P01/0295 - Salon Le Coiffeur Thilaque	<b>14</b>
P01/0299 – School of Hair Dressing and Beauty Culture	<b>69</b>
P01/0308 - Frills Baking, Cooking and Confectionaries Training Centre	<b>20</b>
P01/0311 – Skills Training and Management (Pvt.) Ltd.	<b>23</b>
P01/0312 – Texas National Montessori and Teacher Training Centre	<b>05</b>
P01/0314 - Lanka Tech Computers	<b>11</b>
P01/0322 – Infonet Computer Training Institute	<b>21</b>
P01/0326 - Ranmali Associates International (Pvt.) Ltd	<b>34</b>
P01/0358 – Advance Construction and Training Academy	<b>07</b>
P01/0426 – National Institute of Fisheries and Nautical Engineering	<b>14</b>
P01/0525 – Sri Lanka Foreign Employment Training Institute	<b>24</b>
P01/0530 – Sri Lanka Foreign Employment Training Institute	<b>36</b>
P01/0535 - Future Links Institute of Technological Studies (Pvt) Ltd	<b>16</b>
P01/0541 - Kariyakarawana Training Institute	<b>19</b>
P02/0045 - Don Bosco Technical Centre	<b>313</b>
P02/0061 – Jayalath Construction Machinery Training Institute	<b>01</b>
P02/0073 – Diyangala Boys’ Town	<b>32</b>
P02/0084 - MDP Computer Training Centre	<b>66</b>
P02/0097 - Beetacom Multimedia and Computer Studies	<b>74</b>
P02/0104 – Technology and Computer Training Institute	<b>75</b>
P02/0123 – SMI Professional Nurses Training Institute	<b>42</b>
P02/0152 – Ranliya Institute (Private)	<b>09</b>
P02/0157 – Kramski Training centre	<b>26</b>
P02/0159 - Good Shepherd Sisters	<b>169</b>
P02/0170 – Unishare Computer School	<b>11</b>
P02/0171 - Associated Motorways (Pvt) Ltd	<b>08</b>
P02/0193 - Buddhi Special Education Development Foundation	<b>11</b>
P02/0202 - Beetacom Multimedia and Computer Studies	<b>19</b>
P02/0204–National Youth Corps	<b>123</b>
P02/0205 – National Youth Corps	<b>64</b>
P02/0215 – National Youth Corps	<b>130</b>
P02/0216 – Sri Lanka Foreign Employment Training Institute	<b>247</b>
P02/0217 - Metropolitan Institute of Business and Computing	<b>20</b>

<b>Name of Institute</b>	<b>No. of Certificates</b>
P02/0219 - E-Tec	<b>04</b>
P02/0236 - Jayani Hair/Beauty & Bridal Dressing Teaching Academy	<b>55</b>
P02/0238 - Lalani Shachitra Services (Pvt) Ltd	<b>12</b>
P02/0271 - Al-Zaamil Lanka Training Centre	<b>107</b>
P02/0273 - Sri Lanka Bureau of Foreign Employment	<b>95</b>
P03/0019 - Iqraa Technical Training Institute	<b>50</b>
P03/0046 – St. Vincent’s Technical School	<b>03</b>
P03/0048 – Juliston Lanka International (Pvt) Institute	<b>76</b>
P03/0067 - Agio Sirilak Sahanasewa Vocational Training Centre	<b>125</b>
P03/0076 - Conny Computer Training Centre	<b>63</b>
P03/0085 - Nature Volunteers Association	<b>19</b>
P03/0087 - Aono Naoko Education Foundation	<b>11</b>
P03/0091 – National Youth Corps	<b>115</b>
P03/0097 - Lakma Hair & Beauty Accadami	<b>17</b>
P03/0099 - Sri Lanka Bureau of Foreign Employment	<b>205</b>
P04/0007 - Jesuit Academy	<b>04</b>
P04/0071 - N.K.I. Computer Training Institute	<b>25</b>
P04/0090 – COM Computer Institute	<b>14</b>
P04/0094 – One World Foundation	<b>77</b>
P04/0105 - Lideke Wary Educational Institute	<b>33</b>
P04/0129 - National Youth Corps	<b>78</b>
P04/0131 - National Youth Corps	<b>105</b>
P05/0100 - National Youth Corps	<b>95</b>
P05/0106 - National Youth Corps	<b>105</b>
P06/0040 – Sri Kawanthissa Vocational Training Centre	<b>112</b>
P06/0064 - Asiri I.C.T.A. Centre	<b>04</b>
P06/0072 - National Youth Corps	<b>—</b>
P06/0073 - National Youth Corps	<b>95</b>
P06/0075 – Sri Lanka Foreign Employment Training Institute	<b>106</b>
P07/0043 - Institute of Professional Computer Studies	<b>119</b>
P07/0075 - Balangoda Information Technology Centre	<b>14</b>
P07/0087 - National Youth Corps	<b>156</b>
P07/0089 – Sri Lanka Foreign Employment Training Institute	<b>368</b>
P08/0065 - National Youth Corps	<b>78</b>

<b>Name of Institute</b>	<b>No. of Certificates</b>
P08/0067 - National Youth Corps	<b>61</b>
P09/0016 - Cholankanda Youth Training Centre	<b>34</b>
P09/0051 - Don Bosco Technical Institute- Kandy	<b>06</b>
P09/0080 – Sports, Youth Affairs, Women and Rural Development Ministry	<b>29</b>
P09/0091 - Sunethra Hair and Beauty Academy	<b>19</b>
P09/0123 – Saloon Roseta Hair and Beauty Studio (Pvt.) Co.	<b>15</b>
P09/0155 – Sri Lanka Foreign Employment Training Institute	<b>427</b>
P09/0156 - National Youth Corps	<b>92</b>
P09/0158 – National Youth Corps	<b>182</b>
P09/0161 – Maganeguma Road Construction Equipment Co.	<b>61</b>
P09/0173 - National Youth Corps	<b>63</b>
P10/0056 - National Youth Corps	<b>76</b>
P10/0058 - National Youth Corps	<b>134</b>
P10/0057 – Sri Lanka Foreign Employment Training Institute	<b>119</b>
P10/0059 – A Y S Gnanam Construction Training Academy	<b>02</b>
P11/0027 – Gamini Dissanayake Foundation	<b>73</b>
P11/0034 - Thondaman Vocational Training Centre	<b>190</b>
P11/0043 - National Youth Corps	<b>66</b>
P11/0044 - National Youth Corps	<b>71</b>
P11/0045 - National Youth Corps	<b>60</b>
P12/0076 - Microcom Institute of Technology	<b>37</b>
P12/0079 – Ethugalpura Gamaneguma Institute	<b>24</b>
P12/0092 – Wayamba Technical College (Private)	<b>293</b>
P12/0104 – Siyasi Academy	<b>142</b>
P12/0113 – Hightec Lanka International	<b>09</b>
P12/0119 – International Computer School	<b>37</b>
P12/0122 - Seth Sevana Nursing School (Pvt) Ltd.	<b>21</b>
P12/0126 – Saloon Kusum Hair, Beauty and Bridal Academy	<b>22</b>
P12/0145 - Don Bosco Technical Institute- Kandy	<b>36</b>
P12/0151 – National Youth Corps	<b>106</b>
P12/0152 – SANASA Information Technology Institute	<b>08</b>
P12/0154 – National Youth Corps	<b>54</b>
P12/0156 – National Youth Corps	<b>179</b>
P12/0158 – National Youth Corps	<b>102</b>

<b>Name of Institute</b>	<b>No. of Certificates</b>
P12/0159 – National Youth Corps	<b>89</b>
P12/0161 - Greenway Foreign Employments Training Centre	<b>44</b>
P13/0039 - Mercy Education Complex (Pvt) Ltd.	<b>102</b>
P13/0051 – National Youth Corps	<b>79</b>
P13/0054 - John Paul II Institute of Higher Education	<b>11</b>
P14/0038 - Bishop Leo Technical Institute	<b>28</b>
P14/0042 - Vocational Training Center For Disable Persons	<b>42</b>
P14/0056 – Future in Our Hands Development Foundation	<b>15</b>
P14/0069 – SOS Children’s Villages of Sri Lanka	<b>06</b>
P14/0073 - National Youth Corps	<b>92</b>
P14/0074- National Youth Corps	<b>62</b>
P15/0006 - Sri Sobhitha Vocational Training Centre	<b>38</b>
P15/0025 – St. Anthony’s Technical Institute	<b>66</b>
P15/0028–SOS Children’s Villages Sri Lanka	<b>99</b>
P15/0039–Wellassa Development Forum	<b>99</b>
P16/0041–SOS Children’s Villages Sri Lanka	<b>30</b>
P16/0060 - Don Bosco Technical Institute	<b>91</b>
P16/0067 - Rajarata Women's Foundation	<b>09</b>
P16/0068 – Salon Thejanie	<b>62</b>
P16/0076 - Nenasa Computer Institute	<b>40</b>
P16/0086 – National Youth Corps	<b>57</b>
P16/0087 - National Youth Corps	<b>55</b>
P16/0088 - Sri Lanka Bureau of Foreign Employment	<b>170</b>
P16/0089 – National Youth Corps	<b>106</b>
P17/0054 - National Youth Corps	<b>76</b>
P18/0011 – Advance Training Center (ATC)	<b>91</b>
P18/0031 –Social Welfare Organization Ampara District (SWOAD)	<b>24</b>
P18/0054 - Sri Lanka Bureau of Foreign Employment	<b>130</b>
P19/0010 – St. Joseph’s Technical Training Institute	<b>05</b>
P19/0022 – Sarvodaya Vocational Training Institute	<b>30</b>
P19/0038 - National Institute of Fisheries And Nautical Engineering	<b>03</b>
P19/0040 - National Youth Corps	<b>105</b>
P19/0041 - Infogate Institute	<b>10</b>
P19/0043 - Sewa Lanka Foundation	<b>35</b>

Name of Institute	No. of Certificates
P20/0027 - Eastern Technical Institute	16
P20/0035- Royal Computer Institute	122
P20/0036- Miani Technical Institute	160
P20/0063 - Vivekananda College of Technology	34
P20/0066 - Guide Notion Higher Tech College	06
P21/0009 – Organization for Rehabilitation of the Handicapped	07
P24/0013 - Don Bosco Technical Institute	48
<b>Total</b>	<b>10438</b>

Source: TVEC Database

In addition to above, the TVEC has reprinted 362 NVQ certificates in 2014 of which details are given below.

**Table 7.6: Details of reprinted certificates in 2014**

Type	No. of Certificates
Re-printed certificates by reason of printing error	337
Duplicate certificates for misplaced certificates	25
<b>Total</b>	<b>362</b>

Source- TVEC Database

Table 7.7 below gives details of NVQ certificates printed in 2014 by occupation.

**Table 7.7: No. of Certificates Printed by Occupation**

Source- TVEC Database

Code	Occupation	Department of Technical Education and Training	National Apprentice and Industrial Training Authority	Vocational Training Authority	National Youth Services Council	Private	Total
A01S001	Plant Nursery Development Assistant	0	0	0	0	0	0
A01S002	Field Officer (Rubber)	0	0	0	0	0	0
A01S003	Field Assistant (Agriculture)	0	3	0	0	6	9
A01S004	Assistant Factory Officer (Rubber)	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
A01S005	Assistant Factory Officer (Tea)	0	12	0	0	0	12
A01S006	Assistant Field Officer (Tea)	0	11	0	0	0	11
A01S007	Animal Feed Production Assistant ( Field Operation	0	0	0	0	0	0
A01S008	Animal Feed Mill Operator	0	0	0	0	0	0
A01S009	Cinnamon Field Operations	0	0	0	0	0	0
A01S010	Cinnamon Factory Operations	0	0	0	0	0	0
A01S011	Team Supervisor (Kanganee)	0	0	0	0	0	0
A01S013	Agrochemical Sales and Technical Assistant	0	0	0	0	0	0
A01T001	Farm Machinery Technology	7	0	0	0	0	7
A01T002	Floriculture and Landscape Gardening Technology	0	0	0	0	0	0
A01T003	Agricultural Production Technology	0	0	0	0	0	0
A01T004	Tea Technology	0	0	0	0	0	0
A01T005	Post - Harvest Technology	0	0	0	0	0	0
A01T006	Plantation Crop Technology	0	0	0	0	0	0
A02S001	Field Assistant (Forestry)	0	0	0	0	0	0
A02T001	Forestry	0	0	0	0	0	0
B05S001	Fish Harvest Technician	0	0	0	0	0	0
B05S002	Fishing Vessel Skipper	0	0	0	0	0	0
B05T001	Fishing Technology	0	0	0	0	0	0
B05T002	Aquaculture and Aquatic Resources Management	0	0	0	0	0	0
BCS01	Basic Competencies to Work	0	23	0	0	3185	3208
D15S001	Fruit and Vegetable Processor	16	1	0	0	0	17
D15S002	Baker	0	54	318	86	524	982
D15S003	Milk Collecting Centre Assistant	0	0	0	0	0	0
D15S004	Dairy Farming Assistant	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
D15S005	Milking Machine Operator	0	0	0	0	0	0
D15T001	Food Technology	1	0	0	0	0	1
D15T002	Livestock Production Technology	0	0	0	0	0	0
D17S001	Fabric Inspector	0	0	0	0	0	0
D17S002	Computer Aided Colour Matcher	0	0	0	0	0	0
D18S001	Industrial Sewing Machine Operator	0	38	231	0	0	269
D18S002	Work Study Officer	0	0	28	0	6	34
D18S004	Tailor	0	184	264	0	63	511
D18S005	Quality Controller(Apparel Production)	0	0	58	0	0	58
D18S006	Fabric Cutter	0	0	0	0	0	0
D18S007	Pattern Maker	0	1	75	0	0	76
D18S008	Production Supervisor (Sewing )	0	0	0	0	0	0
D18T001	Fashion Design Technology	0	0	0	0	0	0
D19S001	Footwear Craftsman	34	25	0	0	36	95
D19T001	Footwear Production Technology and Management	0	0	0	0	0	0
D22S001	Desktop Publisher	0	0	0	0	0	0
D22S002	Computer Graphic Designer	25	93	149	13	129	409
D22S003	Offset Litho Machine Operator	0	2	8	0	3	13
D22S004	Book Binder	0	0	0	0	0	0
D22S005	Printing Machine Mechanic	0	1	0	0	0	1
D22T001	Digital Imaging and Printing Technology	0	0	0	0	0	0
D22T002	Visual Communication	0	0	0	0	0	0
D22T003	Journalism and Technology	0	0	0	0	0	0
D24T001	Chemical and Process Technology	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
D25S001	Plastic Processing Machine Operator	0	0	0	0	0	0
D25S002	Rubber Processing Machine Operator	0	0	0	0	0	0
D25T001	Polymer Technology	0	0	0	0	0	0
D26S001	Lapidarist	0	2	0	0	0	2
D26S002	Fiberglass Laminator	0	0	0	0	0	0
D28S001	Fabricator (Metal)	0	42	29	0	0	71
D28S002	Welder	337	502	447	3	272	1561
D28S003	Tool and Die Maker	0	0	0	0	8	8
D28S004	Fitter (General)	0	99	0	0	0	99
D28S005	Blaster Painter	0	0	0	0	0	0
D28T001	Welding Technology	4	0	0	0	0	4
D29S001	Machinist	143	120	109	0	60	432
D29S002	Refrigeration and Air Conditioning Mechanic	148	122	321	0	189	780
D29S003	Tea Factory Mechanic	0	0	0	0	0	0
D29S004	Sewing Machine Mechanic	0	3	34	0	0	37
D29S005	Refrigeration & Airconditioning Serviceman	0	0	0	0	0	0
D29T001	Production Technology	0	0	0	0	0	0
D32S001	Radio, TV and Allied Equipment Repairer	103	51	105	2	9	270
D32S002	Industrial Electronic Craftsman	0	0	0	0	0	0
D32T001	Electronic Technology	0	0	0	0	0	0
D32T002	Television Post-Production Technology	0	0	0	0	0	0
D32T003	Television Program Production Technology	0	0	0	0	0	0
D33T001	Mechatronics Technology	14	0	0	0	0	14
D36S001	Wood Craftsman (Furniture)	35	209	276	0	59	579

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprenticeship and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
D36S002	Jewellery Stone Setter	0	0	0	0	0	0
D36S003	Jewellery Maker (Goldsmith)	11	16	15	0	0	42
D36T001	Jewellery Design And Manufacturing Technology	0	0	0	0	0	0
E40S001	Electrician	271	632	971	29	254	2157
E40S002	Household Electrical Appliance Repairer	14	0	43	0	17	74
E40S003	Electric Motor Winder	0	21	118	0	8	147
E40S004	Pneumatic Technician	0	0	0	0	0	0
E40S005	Boiler Operator	0	0	0	0	0	0
E40S006	Linesman (Electrical)	0	0	0	0	0	0
E40T001	Electrical Technology	0	0	0	0	0	0
E41S001	Plumber	43	84	158	0	57	342
E41S002	Industrial Plumber	0	0	0	0	0	0
E41T001	Irrigation Technology	0	0	0	0	0	0
F45S001	Bar Bender	0	4	0	0	0	4
F45S002	Painter (Building)	0	8	0	0	0	8
F45S003	Aluminium Fabricator	83	19	231	0	30	363
F45S004	Wood Craftsman (Building)	0	107	23	0	22	152
F45S005	Construction Craftsman (Masonry)	33	698	210	0	23	964
F45S006	Construction Site Supervisor	42	54	0	0	59	155
F45S007	Assistant Quantity Surveyor	0	13	12	0	7	32
F45S008	Construction Equipment Operator	0	259	2	0	104	365
F45S009	Draughtsperson	0	41	0	0	22	63
F45S010	Road Construction Craftsman	0	0	0	0	0	0
F45S011	Laboratory Assistant (Construction Sector)	0	0	0	0	0	0
F45S012	Road Construction Site Equipment Operator	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
F45S013	Interior Decorator	0	0	0	0	0	0
F45S014	Elevator Technician	0	0	0	0	0	0
F45S015	Building Services Technician	0	0	0	0	0	0
F45S016	Scaffoldder	0	0	0	0	0	0
F45T001	Construction Technology	33	0	0	0	0	33
F45T002	Quantity Surveying	0	0	0	0	0	0
F45T003	Drafting Technology	0	0	0	0	0	0
F45T004	Building Service Technology	0	0	0	0	0	0
F45T005	Interior Design Technology	0	0	0	0	0	0
G50S001	Automobile Air Conditioning Mechanic	0	25	16	0	12	53
G50S002	Automobile Electrician	0	70	40	0	13	123
G50S003	Automobile Mechanic	232	442	315	14	325	1328
G50S004	Automobile Painter	7	86	12	0	0	105
G50S005	Automobile Tinker	7	67	15	0	0	89
G50S006	Motorcycle Mechanic	55	44	360	49	69	577
G50S007	Three Wheeler Mechanic	6	0	21	0	0	27
G50S008	Agricultural Equipment Mechanic	0	0	0	0	0	0
G50S009	Outboard Motor Mechanic	0	4	17	0	3	24
G50S010	Construction Equipment Mechanic	0	0	0	0	0	0
G50S011	Floating (Fisheries) Vessel Mechanic	0	0	0	0	0	0
G50S013	Diesel Pump Mechanic	0	0	0	0	0	0
G50T001	Automobile Technology	11	0	0	0	0	11
G50T002	Heavy Vehicle Maintenance Technology	0	0	0	0	0	0
G52S001	Sales Representative	0	0	0	0	0	0
G52S002	Supermarket Customer Service Assistant	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprenticeship and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
G52T001	Refrigeration and Air Conditioning Technology	5	0	0	0	0	5
H55S001	Waiter/ Steward	0	3	0	0	119	122
H55S002	Room Attendant	0	2	19	0	0	21
H55S003	Cook	0	48	83	0	119	250
H55S004	Bartender	0	0	0	0	0	0
H55S006	Guest Relation Agent (Front Office Operations)	0	0	0	0	0	0
H55S007	Housekeeping Supervisor	0	0	0	0	0	0
H55T001	Travel and Tour Management	0	0	0	0	0	0
H55T002	Event Management	0	0	0	0	0	0
H55T003	Hospitality Management	0	0	0	0	0	0
I63S001	Store Keeper	0	38	0	0	0	38
I63S002	Heavy Vehicle Operator	0	14	0	0	1	15
I63S003	Wharf Clerk	0	0	0	0	0	0
I63S004	Vehicle Serviceman and Interior Cleaner	0	0	0	0	0	0
I63S005	Tour Guiding	0	0	0	0	0	0
I63S007	Community Based Tourism Operations	0	0	0	0	0	0
I63S008	Rigger	0	19	0	0	0	19
I63S009	Crane Operator (Level Luffing Jib)	0	0	0	0	0	0
I63T001	Maritime and Logistics Management	0	0	0	0	0	0
I64S001	Telecommunication Technician	8	93	0	0	0	101
I64T001	Telecommunication Technology	7	0	0	0	0	7
J65S001	Business Associate	0	0	0	0	0	0
K72S001	Computer Hardware Technician	57	91	465	78	42	733
K72S002	Computer Network Technician	87	21	0	59	15	182

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
K72S003	Computer Applications Assistant	1082	733	699	207	1573	4294
K72S004	Information and Communication Technology Technicia	443	548	112	0	46	1149
K72S904	Information and Communication Technology	0	0	0	0	0	0
K72T001	Information and Communication Technology	77	0	0	0	13	90
K74S001	Secretary(Secretarial Practices)	0	9	0	8	0	17
K74S002	Receptionist	0	3	0	0	10	13
K74S003	Cashier (Super Market/ General)	0	0	0	0	0	0
K74S004	Clerk (General)	0	52	0	0	14	66
K74S005	Photographer	0	4	0	0	0	4
K74S006	Survey Field Assistant	0	0	0	0	0	0
L75S001	Lifeguard	0	0	0	0	0	0
M80S001	Pre-School Teacher	0	65	0	75	186	326
M80T001	Vocational and Technical Training Delivery	0	0	0	0	0	0
N85S001	Bio-Medical Technician	0	0	0	0	0	0
N85S002	Nurse Assistant	0	10	0	0	205	215
N85S003	Optician (Ophthalmic/Technician)	0	7	0	0	0	7
N85S004	Dental Surgery Nurse Assistant	0	0	0	0	0	0
N85S005	First Aider	0	0	0	0	0	0
N85S007	Laboratory Assistant	0	0	0	0	0	0
N85S009	Occupational Safety and Health Officer (Plantation	0	0	0	0	0	0
N85S010	Care Giver	0	0	0	0	0	0
N85T001	Bio Medical Equipment Technology	0	0	0	0	0	0
O90S001	Pest Controller	0	0	0	0	0	0

<b>Code</b>	<b>Occupation</b>	<b>Department of Technical Education and Training</b>	<b>National Apprentice and Industrial Training Authority</b>	<b>Vocational Training Authority</b>	<b>National Youth Services Council</b>	<b>Private</b>	<b>Total</b>
O90S002	Municipal Solid Waste Operation Assistant	0	79	0	0	0	79
O90S003	Municipal Solid Waste Work Supervisor	0	0	0	0	0	0
O92S001	Landscaping Technician	0	0	0	0	0	0
O92S002	Make-Up Artist	0	0	0	0	0	0
O92S003	Gaffer (Film and TV lighting person)	0	0	0	0	0	0
O92S004	Video Editor / Assistant Editor	0	3	0	0	0	3
O92S005	Florist	0	0	0	0	0	0
O92S006	Physical Fitness Trainer	0	0	0	0	0	0
O92S007	Event Operations	0	0	0	0	0	0
O93S001	Beautician	0	11	844	48	257	1160
O93S002	Hair Dresser	0	23	458	49	174	704
O93S003	Dry Cleaning and Laundry Processor	0	0	0	0	0	0
O93T001	Cosmetology	0	0	0	0	0	0
O95S001	Domestic Housekeeping Assistant	0	17	0	0	2090	2107
	<b>Total</b>	3481	6185	7711	720	10438	28535

Table 7.8 given below shows the number of NVQ Certificates issued by institutes by gender in 2014.

**Table 7.8: Number of NVQ Certificate Holders by Institute by Gender - 2014**

Institute	Male	Female	Total
Department of Technical Education & Training (DTET)	1838	1310	3148
National Apprentice and Industry Training Authority (NAITA)	4063	1373	5436
Vocational Training Authority (VTA)	4184	1917	6101
National Youth Services Council (NYSC)	294	322	616
Private	3871	5425	9296
<b>Total</b>	<b>14250</b>	<b>10347</b>	<b>24597</b>

Source- TVEC Database

**Table 7.9: A Comparison between NVQ Certificates Issued in 2013 and 2014 (Both CBT and RPL Modes)**

Mode	2013	2014	Number of certificates increased	% increased
Competency Based Training (CBT)	18,016	23,726	5,710	31%
Recognition of Prior Learning (RPL)	4,839	4,820	-19	-0.004%
<b>Total</b>	<b>22,855</b>	<b>28,546</b>	<b>5,691</b>	<b>31%</b>

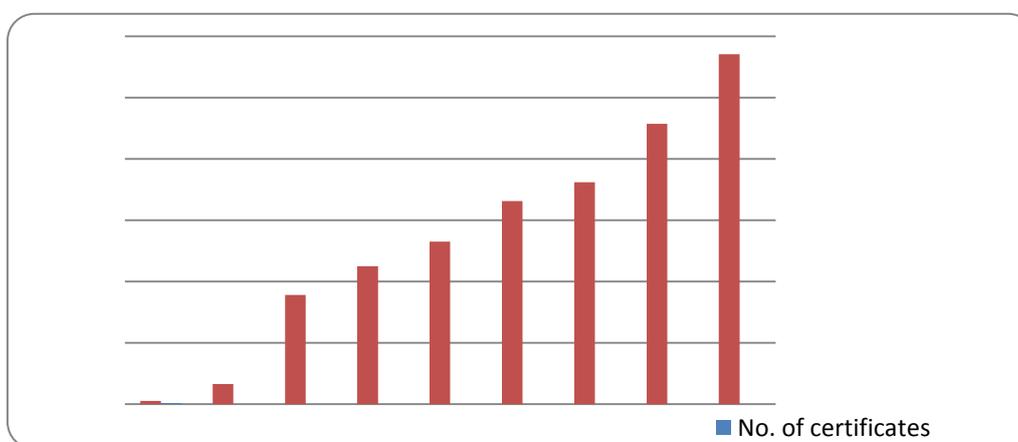
Source- TVEC Database

**Table 7.10: Total Number of Certificates Printed from 2008 to 2014**

Certificates	2006	2007	2008	2009	2010	2011	2012	2013	2014	Total
No. of Certificates	259	1629	8,915	11,249	13,256	16,572	18,111	22,855	28,546	<b>121,360</b>
Reprinted certificates										<b>32</b>

Source- TVEC Database

**Chart 7.1: A Comparison of Printed Certificates from 2006 to 2014**



From the inception of National Vocational Qualifications framework up to 2014, 121,360 certificates have been issued.

## **8.0 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 the year 2014, the division was comprised of a Director, Labour Market Analyst, Statistician, Librarian/Documentation Officer, Assistant Director, Information Technology Officer, two Development Officers, Computer Graphic Designer, Computer Hardware Technician and support staff in order to carry out the planned activities.

Main activities and programs of the IS Division included;

- Analyze and provide labour market information on demand as necessary
- Maintain an information system to prepare TVET Guide for next year
- Carry out activities related to UNIVOC Centre
- Develop and maintain labour market information web page
- Develop and maintain labour market information system
- Compile and publicize Labour Market Information (LMI) bulletin
- Compile and publicize TVEC Newsletter
- Administering databases of registered training institutes and accredited courses
- Maintenance of NVQ certificate printing system
- Develop and maintain Education Management Information System (EMIS)
- Develop and maintain TVEC website
- Develop and maintain TVEC Intranet
- Provide electronic communication systems for the internal staff and develop and maintain local area network of the TVEC
- Develop IT based software in order to facilitate effective implementation of main activities of the TVEC

- Maintenance of the Library for the purpose of providing library facilities to internal staff of the TVEC
- Collect, analyze and compile labour market information on request, were among key activities of the IS Division

Main information system of the IS division is comprised of Labour Market Information System, Education Management Information System (EMIS), NVQ Certificate Awarding Information System, and the Registration Information System and Accreditation Information System. The division has been able to undertake and complete following activities during the year 2014.

### 8.1 Develop and maintain Labour Market Information (LMI) system

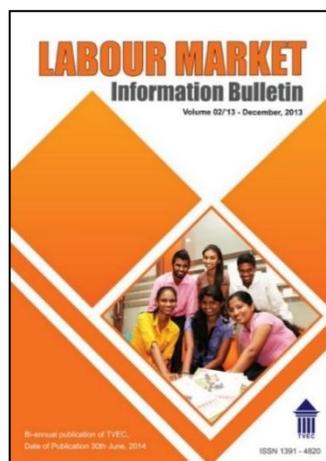
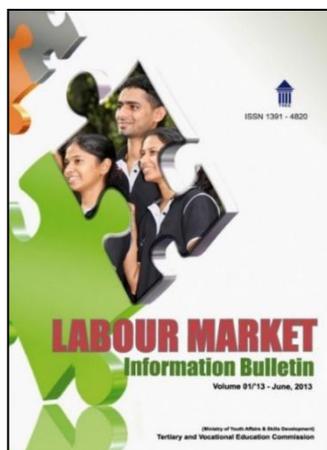
The TVEC has established a labour market information system in order to analyze current employment demand and to supply other labour market information as the key purpose of the system. The LMI generated through analysis of survey data are published for the use of policy planners, career guidance officers,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

### 8.2 Compile and publicize Labour Market Information (LMI) bulletin

The IS division has been able to publish two (02) LMI bulletins during the year 2014 through which a comprehensive analysis of labour market trends of 2013 and that of first half 2014 are included in the two bulletins.

LMI Bulletin is composed of following five sections;

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



During the year 2014, the IS Division has taken action to improve the quality of the Labour Market Information bulletin by adding TVET research findings, labour force statistics in order to give it a new look and make it attractive for those who has interest on changing labour market trends.

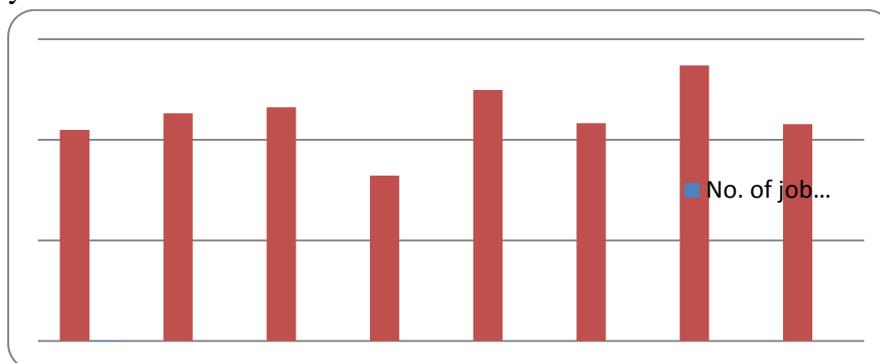
The LMI bulletins include useful information on local and foreign demand for skills, current industry employment calculated based on newspaper job advertisements, employment placements, envisaged qualifications, gender, and experience etc. Job advertisements appeared in “Silumina” and “Sunday Observer” and the Government Gazette since 2006 to 2014 are presented in the Table 8.1 given below.

**Table 8.1: Count of Newspaper job advertisements**

	Year								
	2006	2007	2008	2009	2010	2011	2012	2013	2014 1 <sup>st</sup> half
<b>No. of job advertisements</b>	104,839	113,060	116,157	82,167	124,741	108,193	136,994	107,698	46,343

Note: \* Jobs appeared in Government Gazettes included

Following bar graph depicts time series count of Newspaper job advertisements over the years 2006 – 2013.



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

### 8.3 LMI Webpage

An updated LMI webpage has been maintained during the year 2014 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 the year 2014.

Through the webpage, information of following categories were provided;

- Current labour market information
- Course details can be viewed from the internet
- Previous labour market information bulletins

- Concepts and definitions of labour market terminologies
- Browsing facilities to useful websites
- Assistance to prepare bio data sheets
- Information of job vacancies
- List of top 10 demand occupations in the technical and allied sector
- Course information through the TVET Guide
- Previous years' labour market information

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

An image of the LMI Webpage is given below

**LMIS** Tertiary and Vocational Education Commission  
**Labour Market Information System**

> Home  
> Labour Market Information  
> Course and Training Information  
> Publications  
> Concept and Definitions  
> Opening Doors  
> Useful Links  
> Site Map

LMIS is the systematic collection, analysis and dissemination of information regarding the demand for and supply of Labour. It is a crucial component of the technical and vocational education and training (TVET) sector that is *industry-led* and *demand-driven*.

The LMIS which contains population, labour force, employment and unemployment, education and training providers, wage rates and other related data is expected to contribute to making more and better labour market information available for stakeholder's needs in Sri Lanka.

**Salary Calculator**

சென்ற தமிழ் English

**Help for CVs**

**Contact**  
Phone : +94 (0) 115849291  
Fax : +94 (0) 112555007  
Email : info@tvec.gov.lk

**LMI News**

- 03 Marketing Officer
- 04 Computer Operator
- 05 Technical Officer
- 06 Supervisor (General)
- 07 Office Assistant
- 08 Manager / Assistant Manager
- 09 Customer Service Executive
- 10 Electrician

**New LMI Publication**

[LMI Latest Updates..](#)

**LABOUR MARKET Information Bulletin**

'Nipunatha Piyasa' (Level 3), 354/2, Elvitigala Maw, Colombo 05, Sri Lanka.  
Last updated 10/06/2014 23:17:48

## 8.4 Internet, email and intranet facilities

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

New mail system was introduced in 2014 with added features for the benefits of internal staff.

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

## 8.5 Maintain website of the TVEC

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

Following is an image of the TVEC Webpage;

The screenshot displays the official website of the Tertiary and Vocational Education Commission (TVEC). The header includes the TVEC logo, the text "TERTIARY AND VOCATIONAL EDUCATION COMMISSION", and "Ministry of Youth Affairs and Skills Development". Navigation links for Home, Administration, About Us, Contact Us, LNEVOC, Links, and TVEC Mail are present. A language selector shows Sinhala, Tamil, and English. The main banner reads "TOWARDS A COMPETITIVE WORKFORCE". The left sidebar lists various services and documents, such as Corporate Plan 2013-2017, National Policy Framework, and NVQ standards. The right sidebar features a large image of a worker in a hard hat, with a blue circular graphic overlay. Below the image are sections for Training Institute Registration, Course Accreditation, Skills Competition 2014/2015, and Registered Institutes. The footer includes contact information and a last updated date.

Facilities are provided for institutes to send NVQ and assessment details through online systems in 2014.

The main Webpage provides access to following WebPages;

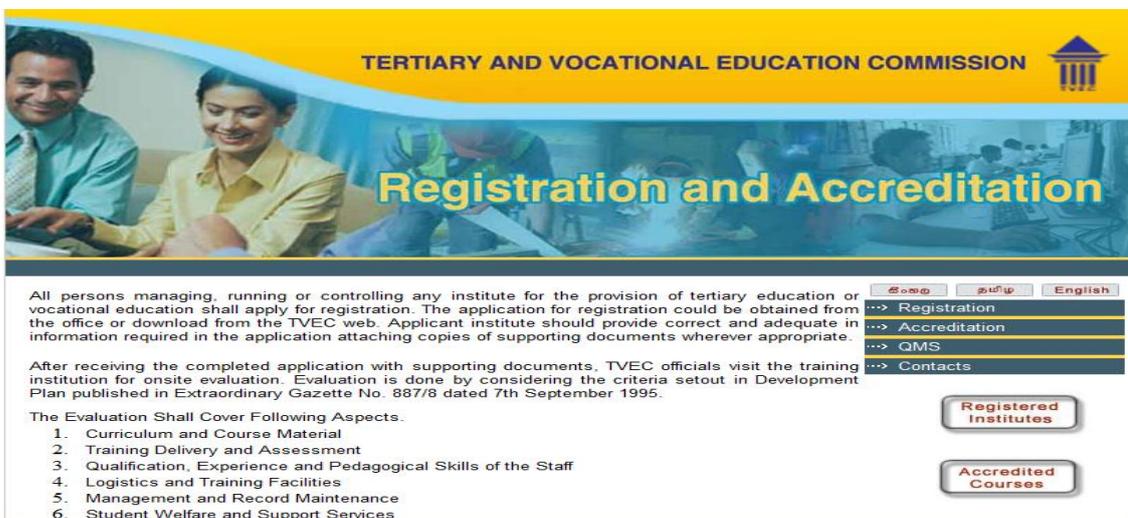
- Labour Market Information (LMI)
- National Vocational Qualifications (NVQ)
- Institute Registration and Course Accreditation
- Planning & Research
- Intranet
- Research Cell of the TVEC
- News and events
- Information systems
- TVET Guide
- Award of NVQ
- Download of applications and information
-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

The WebPages listed below have been further developed during 2014 by the IS division and connected to the Internet.

## 8.6 Registration & Accreditation website

Information pertaining to institute registration and course accreditation are available in this website. Training institutions registered with the TVEC, accredited courses, quality management system information, registration application forms, registration renewal application forms, and accreditation application forms etc., are included in this website. This website was further improved in 2014 by adding online registration facilities and online payment systems to the website

Following is an image of the webpage;



The screenshot displays the website for the Tertiary and Vocational Education Commission (TVEC). The header features the TVEC logo and the text "TERTIARY AND VOCATIONAL EDUCATION COMMISSION". Below the header is a banner image with the text "Registration and Accreditation". The main content area includes a navigation menu with options for "Registration", "Accreditation", "QMS", and "Contacts". A text block provides information about the registration process, stating that all persons managing, running or controlling any institute for the provision of tertiary education or vocational education shall apply for registration. It also mentions that the application for registration could be obtained from the office or download from the TVEC web. Applicant institute should provide correct and adequate information required in the application attaching copies of supporting documents wherever appropriate. Below this text, it states that after receiving the completed application with supporting documents, TVEC officials visit the training institution for onsite evaluation. Evaluation is done by considering the criteria set out in Development Plan published in Extraordinary Gazette No. 887/8 dated 7th September 1995. The evaluation shall cover the following aspects:

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

On the right side of the page, there are two buttons: "Registered Institutes" and "Accredited Courses".

## 8.7 Online registration and accreditation information

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

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

An image of the search engine is given below.

**List of Registered Institutes**

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

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

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

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

## 8.8 Planning & Research website

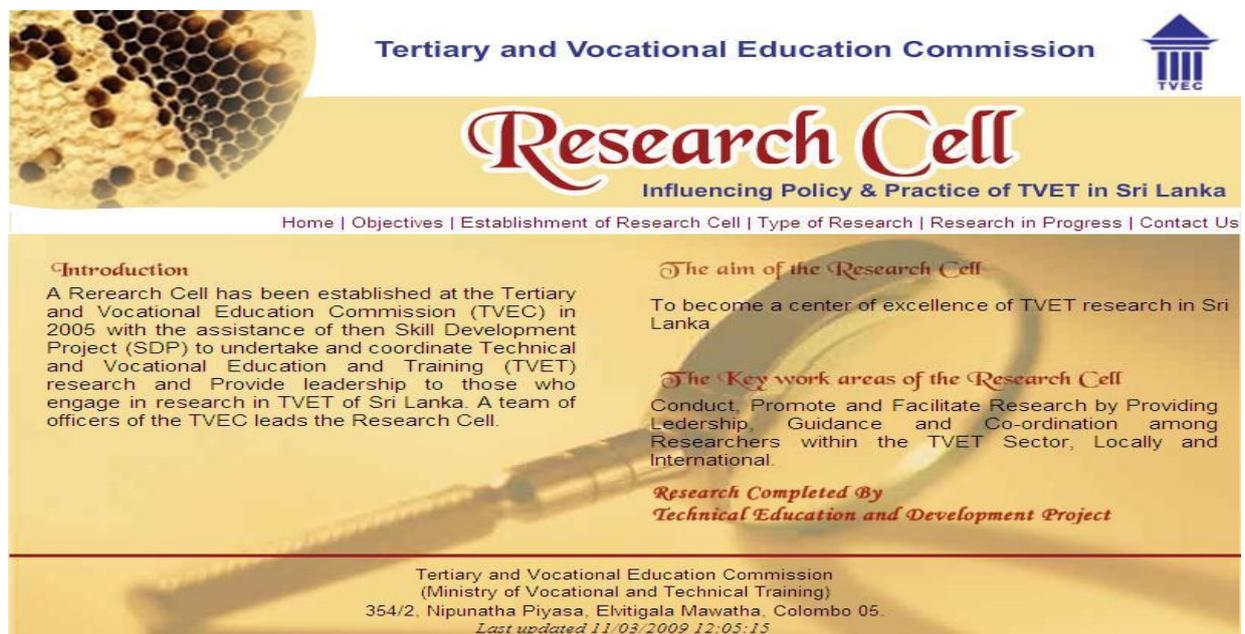
This webpage includes TVET Policies, Corporate Plan, Annual Implementation Plan, Vocational Education and Training (VET) plans and financial assistance details of the current year. This site provides access to Research Cell website where Research Cell objectives, establishment of Research Cell, types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

Following is an image of the Planning & Research webpage;



As per findings of a survey done in 2014 on the browsers of this website, it was found that about 20,000 of local and foreign browsers use this Research Cell website a month.

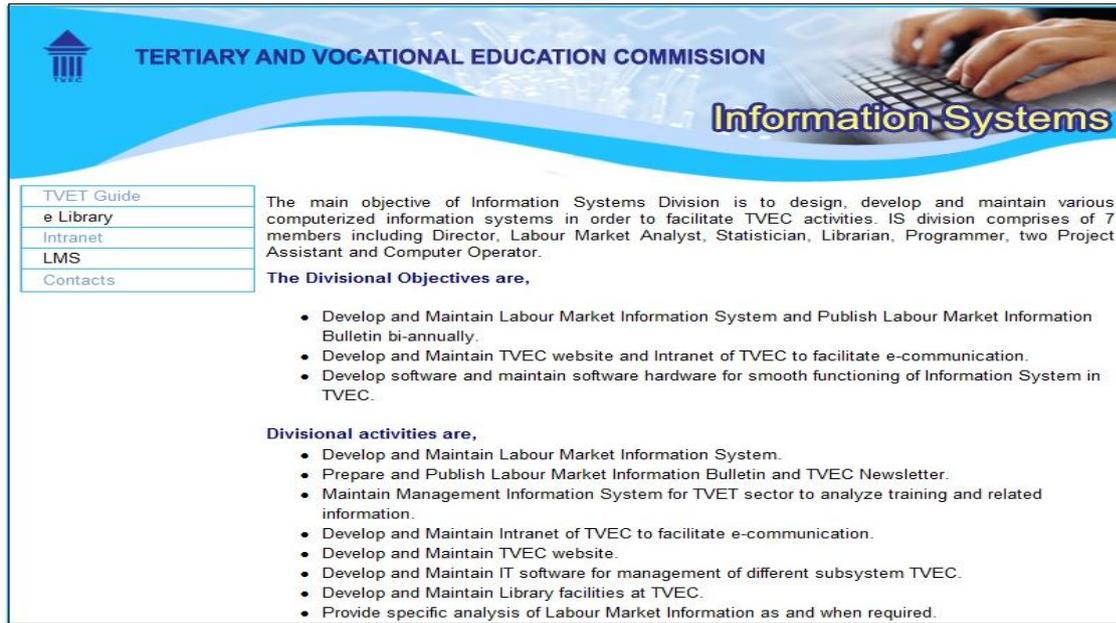
The image given below is the front page of the Research Cell website.



## 8.9 Webpage of the Information Systems division

This webpage also well maintained throughout the year 2014 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 2014:

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

The IS division administers Local Area Network (LAN) of the TVEC and its accessories, internet facilities, email, central database, and computer firewall, in order to provide efficient computer and communication facilities to the staff members of the TVEC and other stakeholders during the year 2014.

## 8.10 TVET Guide

In addition to the LMI Bulletin, the IS division of the TVEC has been able to publish TVET Guide-2015 during the year 2014 which provides details on public sector TVET courses, institutes, entry requirements, fees applicable to year 2015, and details of accredited courses. The IS division took actions to prepare and publish TVET Guide by province during the year 2014. The TVET Guide provides information on courses and entry qualifications by provinces.

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

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



Two images of newsletters published during the year 2014 are depicted below.



### 8.12 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 the TVEC Library;

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

Details of purchase of books for the Library during the period 2006 -2014 are given below;

Year	Value Rs.
2006	99,513.00
2007	150,000.00
2008	195,000.00
2009	99,288.00
2010	50,000.00
2011	50,000.00
2012	50,000.00
2013	50,000.00
2014	50,000.00

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

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

In addition, the Library provided the inter library lending service for the users who sought books which are not available in the TVEC Library. In order to provide information needed for staff members, the library provided exchange services in association with other Libraries including the British Council library. The staff members were provided with Library membership and facilities of the British Council thus giving opportunities to staff of the TVEC to refer international publications.

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

An image of the Libsys software is given below;

The screenshot displays the LIBSYS library management system interface. At the top, it says "LIBSYS library management system" and "Welcome : Weerakoon Mudiyanseleage Thennegedara Anura Weerakoon". Below this is a navigation menu with links: Home, Media Operations, Media Inventory, Member, System Data, Reports, Media Requests, and Permission. There are also icons for Books, Journal/Periodical, Special Collection, CD/DVD Collection, and All View. A "Filter Settings" section is visible, containing input fields for Title, ISBN, Call No, Date Received, Authors, Editors, Translators, Compilers, Accession No, Key Words, Class No, and Publisher. A "Filter" button is located below these fields. At the bottom, there is a table showing a list of books with columns for Accession Number, Title, Author/s, ISBN, Copies, and Action. The table contains 7 entries.

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

## 8.13 Geographic Information System (GIS)

A Geographic Information System (GIS) has been established and maintained at the TVEC with the approval of the board of management of 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 be obtained using the GIS. Open source software has been used for the development of the GIS and hence has incurred a lower cost for this development. At the first step, training institutions located in the North Central and Sabaragamuwa provinces have been connected to the GIS. In 2013, inclusion of training centres located in Southern, North Central and Eastern provinces have been completed. This was continued in 2014 as well and by end of the year there were 881 institutions included in the system.

A survey was conducted by the Tertiary and Vocational Education Commission in association with the World Population Fund under the supervision of the Ministry of Youth Affairs and Skills Development. The survey included a sample of 1,000 students representing the entire country who are doing TVET courses at training institutions and 400 youth society members and 350 instructors of the TVET sector. Accordingly, the survey was based on nearly 2,000 respondents and it was able to get an understanding on the need of incorporating modules of reproductive health and sexual education in to TVET curricula.

An image of the GIS is given below.



**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31ST DECEMBER 2014**

		<u>2014</u>	<u>2013</u>	<u>2012</u>
	NOTE	(Rs.)	(Rs.)	(Rs.)
<b>REVENUE</b>				
Treasury Grants	01	83,137,909	60,831,121	57,985,658
Projects Grants	02	26,191,574	11,170,987	8,054,613
Operating Income Generated	03	8,149,221	4,967,181	4,270,572
Financial Grants Returned		47,325	401,908	224,617
Non Operating income Generated	04	374,136	126,610	99,790
		117,900,165	77,497,807	70,635,250
Staff Loan Interest and Other Interest Income	05	552,390	408,668	242,444
Profit on Disposal of Assets				
		118,452,555	77,906,475	70,877,694
Differed Income		10,372,317	11,135,232	12,333,184
		128,824,872	89,041,707	83,210,878
<b>EXPENDITURES</b>				
Board Directors & Committee Observers Allowances	06	420,500	489,068	584,793
Personal Emoluments	07	38,441,552	32,910,021	29,601,196
Traveling Expenses	08	1,049,271	738,843	855,484
Supplies & Consumables used	09	7,301,755	6,526,279	5,535,425
Maintenance Expenses	10	3,986,334	3,044,833	2,998,041
Rehabilitation Expenses	11	2,076,343	919,215	1,942,699
Contractual Services	12	8,925,918	7,591,039	6,434,387
Operational Expenses	13	25,692,147	17,745,335	3,375,560
		87,893,820	69,964,633	61,327,585
Projects Expenses	14	26,191,574	11,170,987	8,054,613
		114,085,394	81,135,620	69,382,198
Depreciation		10,372,317	11,135,232	12,333,184
		124,457,711	92,270,852	81,715,382
<b>NET SURPLUS (DEFICIT) BEFORE PROVISION</b>		4,367,161	(3,229,145)	1,495,496
<b>PROVISION FOR THE YEAR</b>				
Gratuity Provision		2,116,284	1,617,239	1,440,279
		126,573,995	93,888,091	83,155,661
<b>NET SURPLUS (DEFICIT) AFTER PROVISION</b>		2,250,877	(4,846,384)	55,217

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

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

  
**J.M.C.M. Jayawardana Manike**  
**Director General**

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**STATEMENT OF FINANCIAL POSITIONS**  
**AS AT 31<sup>ST</sup> DECEMBER 2014**

DESCRIPTION	NOTE	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>ASSETS</b>				
Non Current Assets				
Property Plant & Equipment	15	46246950	35,248,335	43,715,697
Current Assets				
Debtors	16	7,337,262	7,003,285	6,883,527
Deposits & Receivables	17	4,011,686	5,163,697	1,996,281
Inventory	18	790,873	184,201	493,539
Cash & Cash Equivalents	19	8,798,674	7,530,907	6,934,823
		20,938,495	19,882,090	16,308,170
<b>TOTAL ASSETS</b>		<b>67,185,445</b>	<b>55,130,425</b>	<b>60,023,867</b>
<b>EQUITY AND LIABILITIES</b>				
Equity				
Accumulated Fund		175,452	175,452	175,452
Translation Reserve	20	625,948	(1,484,629)	3,862,963
		801,400	(1,309,177)	4,038,415
Non Current Liabilities				
Deferred Income	21	46246950	35,248,335	43,715,697
Provision for Gratuity	Schedule -01	9614708	7,671,980	6,557,426
		55861658	42,920,315	50,273,123
		56,663,058	41,611,138	54,311,538
Current Liabilities				
Creditors	22	3074795	5,594,810	2,098,032
Refundable Deposits & Payables	23	7447592	7,924,477	3,614,297
		10522387	13,519,287	5,712,329
<b>TOTAL LIABILITIES</b>		<b>67,185,445</b>	<b>55,130,425</b>	<b>60,023,867</b>

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



A.S. Amarasinghe  
Deputy Director (Finance)



J.M.C.M. Jayawardana Manike  
Director General

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**CHANGES IN EQUITY**  
**AS AT 31<sup>ST</sup> DECEMBER 2014**

	<b>Accumulated Fund (Rs.)</b>	<b>Translation Reserve (Rs.)</b>	<b>Total (Rs.)</b>
Balance as at 01.01.2012	175,452	5,672,262	5,847,714
Tranfser to the General Treasury		(1,500,000)	(1,500,000)
Previous year Adjustment		(364,519)	(364,519)
Opening balance difference		3	3
During the year Surplus /(Deficit)		55,217	55,217
Balance as at 01.01.2013	175,452	3,862,963	4,038,415
Prior Year Adjustment		(513,177)	(513,177)
Adjutment of Fixed Deposit Interest		11,967	11,967
Opening balance difference		2	2
During the year Surplus /(Deficit)		(4,846,384)	(4,846,384)
Balance as at 31.12.2014	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
	175,452	625,948	801,400

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**CASH FLOWS STATEMENT**  
**YEAR ENDED 31ST DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
NET OPERATING SURPLUS /(DEFICIT) FOR THE YEAR			
Surplus (Deficit) from Ordinary Activities	2,250,877	(4,846,384)	55,217
Profit on disposal of Fixed Assets			
ADJUSTMENT OF NON CASH MOVEMENTS			
Prior year adjustment	(160,305)	(513,177)	(364,519)
Depreciation	10372317	11,135,232	12,333,184
Opening Balance difference	20002	11,966	3
Gratuity Provision	2116284	1,617,239	1,440,279
Differed Income	10998615	(8,467,359)	25,372,633
	<u>25597790</u>	<u>(1,062,483)</u>	<u>38,836,797</u>
Interest Income	552390	408,668	242,444
Gratuity paid	173556	502,685	362,242
OPERATING SURPLUS /(DEFICIT) BEFORE WORKING CAPITAL CHANGES	24871844	(1,973,836)	38,232,111
Increase/Decrease in Debtors	(333,977)	(119,758)	(1,432,154)
Increase/Decrease in Deposits & Receivables	1,152,011	(3,167,416)	(1,212,752)
Increase /Decrease in Inventory	(606,672)	309,338	161,351
Increase/Decrease in Creditors	(2,520,015)	3,496,778	(46,340)
Increase/Decrease in Refundable Deposit & Payables	(476,885)	4,310,180	1,284,620
	<u>(2,785,538)</u>	<u>4,829,122</u>	<u>(1,245,275)</u>
Interest Income	552390	408,668	242,444
NET CASH IN OPERATING ACTIVITIES	<u>22638696</u>	<u>3,263,954</u>	<u>37,229,280</u>
<u>CASH FLOW FROM INVESTING ACTIVITIES</u>			
Acquisition of property, Plant & Equipments	(21,370,929)	(2,869,579)	(38,597,238)
Net Disposal value of Fixed Assets		201,709	891,419
Proceeds from Sale of Property, Plant & Equipment			
NET CASH FROM / (USED IN) INVESTING ACTIVITIES	<u>(21,370,929)</u>	<u>(2,667,870)</u>	<u>(37,705,819)</u>
<u>CASH FLOW FROM FINANCING ACTIVITIES</u>			
Accumulated Fund			
Reserves (Transfer to the General Treasury)			(1,500,000)
NET CASH FROM / (USED IN) FINANCING ACTIVITIES			<u>(1,500,000)</u>
Net Increase/(Decrease) in Cash & Cash Equivalents.	1,267,767	596,084	(1,976,539)
Cash & Cash Equivalents at the beginning of the year	7,530,907	6,934,823	8,911,362
NET CASH & CASH EQUIVALENTS AT THE END OF THE YEAR	<u>8,798,674</u>	<u>7,530,907</u>	<u>6,934,823</u>
NOTES TO THE CASH FLOW STATEMENT			
CASH & CASH EQUIVALENTS AT THE END OF THE YEAR			
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044	334,756	732,459	2,032,822
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324	897,346	2,855,870	3,712,026
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050	353,015	494,172	389,975
Call Deposit	7,213,557	3,448,406	800,000
	<u>8,798,674</u>	<u>7,530,907</u>	<u>6,934,823</u>

## **NOTES TO THE FINANCIAL STATEMENTS**

1. Depreciation method was changed from straight line method to diminishing balance method with effect from year 2008.
2. A revaluation was carried in year 2008, for asset, those had zero balance at the year ended 2007.
3. Classes of Assets are determined according to nature and their usage of the entity.
4. Cost of the Student Record Books held at the year end was shown as inventory in The Financial Statements.

### **CONTINGENT LIABILITIES**

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

### **ACCOUNTING POLICIES**

#### **01. 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

Necessary comparative figures have been reclassified to confirm to the current year's presentation.

## **02. ASSETS & BASES OF THEIR VALUATION**

### **2.1 Property, Plant & Equipment.**

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

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

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

## **03.CHANGE IN ACCOUNTING POLICY**

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

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

### **ASSETS RATE**

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

## **04. TRADE DEBTORS & OTHER RECEIVABLES**

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

### **4.2 Cash & Cash Equivalent**

Cash & Cash equivalents are defined as at bank.

## **05. LIABILITIES & PROVISIONS**

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

## **5.1 Retirements benefit cost**

### **5.1.1 Defined contribution Plans –EPF & ETF**

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

### **5.1.2 Retirement Gratuity**

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

## **5.2 Accounting for Grants**

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

## **5.3 Capital Commitments and contingent liabilities.**

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

## **06. FINANCIAL PERFORMANCE**

- 6.1. Grant received from the Government towards recurrent expenditure and the miscellaneous income of the Commission has been accounted to the Statement of Financial Performance.
- 6.2 The Deficit/ (Surplus) of the Income over Expenditure have been arrived at after making provision for all known liabilities and depreciation of fixed assets.
- 6.3 All costs incurred in operation and maintaining capital assets has been charged to revenue.
- 6.4 Value of Inventory items that can not be capitalized with short life and non-material in nature has been charged to income and expenditure accounts.
- 6.5 The income from other activities is recorded on cash basis without unpaid staff loan interest.

## 07. FINANCE OF THE COMMISSION

The surplus recorded for the year 2014, before providing for gratuity, was Rs.4,367,161

### TERTIARY AND VOCATIONAL EDUCATION COMMISSION NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014

	SUB NOTE	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>01 Treasury Grants</b>				
Recurrent Grant		71,000,000	53,640,700	50,300,000
Capital Grant -Rehabilitation	01.1	2,240,000	180,000	593,000
Capital Grant -Acquisition of Property , Plant & Equipments	01.2	2,962,091	2,869,579	2,444,342
Capital Grant -Capacity Building	01.3	9,897,909	7,010,421	7,092,658
		<u>86,100,000</u>	<u>63,700,700</u>	<u>60,430,000</u>
Less :Transfer to Differed Income Grants to be returned to the Treasury		2,962,091	2,869,579	2,444,342
		<u>83,137,909</u>	<u>60,831,121</u>	<u>57,985,658</u>
<b>02 Projects Grants</b>				
ILO Grants	02.1	792,283	489,325	1,405,850
RUEDA Grants		-	-	780,100
Short Term Programme (Foreign)		-	-	1,325,829
Short Term Programme (Local)	02.2	16,686,351	10,681,662	4,542,834
SSDD	02.3	8,712,940	-	-
		<u>26,191,574</u>	<u>11,170,987</u>	<u>8,054,613</u>
<b>03 Operating Income Generated</b>				
Institutes Registration Fees	03.1	2,464,500	1,048,500	571,950
Institutes Accreditation Fees	03.2	2,075,100	1,375,600	1,114,050
NVQ Certificate Printing Income (Net)	03.3	2,130,915	255,795	647,285
Assessor Registration Fees	03.4	25,500	387,000	192,375
Sale of Publications	03.5	516,180	527,901	459,017
Net Income From Record Books Sales	03.6	937,026	1,372,385	1,285,895
		<u>8,149,221</u>	<u>4,967,181</u>	<u>4,270,572</u>
<b>04 Non Operating Income Generated</b>				
Sales Of Obsolete Items		10,100	3,810	44,280
Unpresented Cheque to the Bank		-	78,600	5,850
Income Of Assign Vehicle for Personal Use		37,000	33,100	10,200
Non Refundable deposit		-	1,000	1,300
Fuel Income from outside Institutes (recovery)		-	-	10,840
Other Income		42,400	2,000	27,320
Cancelled cheques		-	8,100	-
Unpresented Cheques		284,636	-	-
Recovery of Excess Telephone bills		-	-	-
		<u>374,136</u>	<u>126,610</u>	<u>99,790</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	SUB NOTE	<u>2014</u> (Rs.)	<u>2013</u> (Rs.)	<u>2012</u> (Rs.)
<b>05 Staff Loan Interest &amp; Other Interest Income</b>				
Commission Loan Interest Income		69,539	54,622	51,205
Distress Loan Interest		213,737	215,387	187,574
Special Advance Interest		3,963	2,220	3,665
Fixed Deposit Interest		265,151	136,439	-
		<u>552,390</u>	<u>408,668</u>	<u>242,444</u>
<b>06 Board Directors &amp; Committee Observers Allowances</b>				
Honorarium of Board Members		340500	417,068	491,993
Audit & Mgt. Member Fees		80000	72,000	92,800
		<u>420500</u>	<u>489,068</u>	<u>584,793</u>
<b>07 Personal Emoluments</b>				
Salaries & Wages		31,312,332	26,488,692	23,513,226
EPF Contribution		3,513,607	3,018,747	2,797,491
ETF Contribution		877,174	754,687	699,921
Overtime & Holiday Pay		857,939	888,395	671,858
Payment for Trainees		1,680,500	1,159,500	1,318,700
Chairman Allowance		200,000	600,000	600,000
		<u>38,441,552</u>	<u>32,910,021</u>	<u>29,601,196</u>
<b>08 Traveling Expenses</b>				
Domestic		331123	319,538	297,266
Foreign		718148	419,305	558,218
		<u>1049271</u>	<u>738,843</u>	<u>855,484</u>
<b>09 Supplies &amp; Consumables used</b>				
Printing, Stationery & Office Requisites	09.1	3,672,318	2,988,434	3,421,507
Fuel Expenses	09.2	2,980,432	2,932,754	1,734,380
Transport Expenses		6,400	2,662	17,359
Uniform		87,950	80,000	74,203
Newspapers & Magazine Expenses		105,142	93,290	101,460
Other Service Expences		226,761	221,731	59,129
Entertainment Expenses		214,052	188,663	117,987
Photocopy Allowance		8,700	12,960	9,400
Staff welfare			5,785	-
		<u>7,301,755</u>	<u>6,526,279</u>	<u>5,535,425</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	SUB NOTE	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>10 Maintenance Expenses</b>				
Motor Vehicle Insurance & Maintenance	10.3	3,000,351	2,329,940	2,430,979
Plant, Machinery & Equipment Maintenance		209,915	232,638	153,666
Building & Structure Maintenance		271,985	117,697	176,511
Computer Maintenance		249,214	173,120	121,442
Mechanical & Electronic Goods		33,377	64,746	14,784
General Maintenance		221,492	126,692	100,659
		<u>3,986,334</u>	<u>3,044,833</u>	<u>2,998,041</u>
<b>11 Rehabilitation Expenses</b>				
Rehabilitation Vehicles		1,209,926	571,252	753,478
Rehabilitation Plant Machinery & Equipment		253,467	13,500	1,148,058
Rehabilitation Building & Structure		612,950	334,463	41,163
		<u>2,076,343</u>	<u>919,215</u>	<u>1,942,699</u>
<b>12 Contractual Services</b>				
Telecommunication		1,639,596	1,569,584	1,571,606
Postal Charges		189,885	131,027	111,245
Electricity Expenses		3,092,429	2,727,897	2,411,718
Water		175,610	154,247	96,035
Rates & Taxes & Rent		131,040	127,400	141,555
Security Charges		1,179,210	818,790	623,902
Janitorial Charges		1,145,881	749,575	486,535
Audit Fees		225,000	225,000	220,080
Legal Charges & Stamp Fee		30,000	45,000	37,500
Subscription For Periodical		-	27,298	3,250
Subscription & Member Fees - Domestic		59,377	34,590	34,130
Subscription & Member Fees - Foreign		13,359	17,362	28,852
Staff Training & Development		391,500	182,849	186,580
Money Transist Insurance		13,990	13,838	16,907
Service Agreements		639,041	766,582	464,492
		<u>8,925,918</u>	<u>7,591,039</u>	<u>6,434,387</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	SUB NOTE	<u>2014</u> (Rs.)	<u>2013</u> (Rs.)	<u>2012</u> (Rs.)
<b>13 Operational Expenses</b>				
Institute Registration Expenses	13.1	793,407	665,500	791,408
Financial Grants	21	4,337,159	4,273,207	2,994,813
Accreditation Expenses	13.3	1,413,858	1,686,331	2,285,775
NVQ Programmes Expenses	13.4	11,153,450	2,024,584	1,818,987
Sector VET Plan Preparation Expenses	13.5	1,027,592	1,470,175	1,597,803
Development of Provincial VET Plan		2,851,968	2,813,221	809,374
LMI Expenses	13.6	1,930,331	1,651,516	1,511,929
Establishing Quality Management System Expenses		18,790	4,538	33,002
Development Of Competency Standards, Translation of Standards		899,604	1,655,534	655,850
Research Expenses For TVET Sector Improvement		959,991	1,184,760	525,835
Financial Assistant Monitoring & Coordination Expenses		219,941	238,293	197,344
Translation Fees		86,056	77,676	136,102
Preparation of Policy Document				17,338
Unpresented Cheque		-		
		25,692,147	17,745,335	13,375,560
<b>14 Projects Expenses</b>				
Expenses on ILO Grants	14.1	792,283	489,325	1,405,850
Expenses on RUEDA Grants	14.2	-		780,100
Short Term Programme Expenses (Foreign)		-		1,325,829
Short Term Programme Expenses (Local)	14.3	16,686,351	10,681,662	4,542,834
SSDD		8,712,940		
		26,191,574	11,170,987	8,054,613

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
NOTES FOR THE STATEMENT OF FINANCIAL POSITION**

**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

**15 Property , Plant & Equipment**

		<b>COST</b>			
	NOTE	<u>01.01.2014</u>	<u>Addition</u>	<u>Disposal</u>	<u>31.12.2014</u>
Vehicles	15.1	52,467,255	15,984,000	68,451,255	68,451,255
Furniture & Fittings	15.2	4,661,228	43,782	4,705,010	4,705,010
Plant & Equipment	15.3	170,948		170,948	170,948
Office Equipment	15.4	4,666,172	607,274	5,273,446	5,273,446
Computer & Accessories	15.5	15,359,464	4,687,243	20,046,707	20,046,707
Library Books	15.6	752,984	48,630	801,614	801,614
Name Board	15.7	519,290		519,290	519,290
Computer Software	15.8	6,944,979		6,944,979	6,944,979
		85,542,320	21,370,929	106,913,249	106,913,249

**DEPPRECIATION**

	Rate	<u>01.01.2014</u>	<u>For the Year</u>	<u>Disposal</u>	<u>31.12.2014</u>
Vehicles	25%	30,192,402	6,582,947	36,775,349	36,775,349
Furniture & Fittings	10%	2,303,732	237,296	2,541,028	2,541,028
Plant & Equipment	25%	56,125	23,717	79,842	79,842
Office Equipment	25%	3,011,023	506,064	3,517,087	3,517,087
Computer & Accessories	33%	10,852,918	1,931,505	12,784,423	12,784,423
Library Books	25%	540,460	59,052	599,512	599,512
Name Board	25%	287,593	57,924	345,517	345,517
Computer Software	25%	3,049,729	973,812	4,023,541	4,023,541
		<u>50,293,982</u>	<u>10,372,317</u>	<u>60,666,299</u>	<u>60,666,299</u>
		<u>35,248,338</u>			<u>46,246,950</u>

<b>Debtors</b>	<b>SUB NOTE</b>	<b><u>2014 (Rs.)</u></b>	<b><u>2013 (Rs.)</u></b>	<b><u>2012 (Rs.)</u></b>
16				
Operational Debtors	16.1	174,195	279,915	330,109
Staff Loan Granted	16.2	7,163,067	6,723,370	6,553,418
		<u>7,337,262</u>	<u>7,003,285</u>	<u>6,883,527</u>
17 <b>Deposits &amp; Receivables</b>				
Advance For Staff Officers and Others	17.1	520,180	3,293,808	67,592
Claim Receivable From Outside Institutes	17.2	1,851,903	4,995	-
Claim Receivable From Staff Members		48,394	48,394	48,394
Pre payments	17.3	46,218	11,230	11,077
Personal Dialog Bill Recovery		10,492	1,951	46,964
Recoverable NVQ Certificate Printing Expenses	17.4	500,352	460,632	375,602
Advance Payment on Public Sector Grants		322,152	680,692	1,365,007
Advance Payment on Disable Grants		711,995	661,995	81,645
		<u>4,011,686</u>	<u>5,163,697</u>	<u>1,996,281</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	SUB NOTE	<u>2014</u> (Rs.)	<u>2013</u> (Rs.)	<u>2012</u> (Rs.)
<b>18 Inventory</b>				
Inventory - Record Books		790,873	184,201	493,539
		<u>790,873</u>	<u>184,201</u>	<u>493,539</u>
<b>19 Cash &amp; Cash Equivalents</b>				
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-722-66044		334,756	732,459	2,032,822
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-122-68324		897,346	2,855,870	3,712,026
Peoples Bank Y.M.B.A.Branch A/c No-078-1001-422-66050		353,015	494,172	389,975
Call Deposit		7,213,557	3,448,406	800,000
		<u>8,798,674</u>	<u>7,530,907</u>	<u>6,934,823</u>
<b>20 Translation Reserve</b>				
Translation Reserve -Beginning of the year		(1,484,629)	3,862,963	5,672,262
Opening balance Adjustment (TVET Guide Income)		20,000		
Fixed deposit interest adjustment		-	11,967	
Net Surplus (Dificit) For the Year		2,250,877	(4,846,384)	55,217
Transfer to loan account		-		(1,500,000)
Opening balance Adjustment		5	2	3
Prior Year Adjusment		(160,305)	(513,177)	(364,519)
		<u>625,948</u>	<u>(1,484,629)</u>	<u>3,862,963</u>
<b>21 Deferred Income</b>				
Deferred Income -Beginning of the year		35,248,338	43,715,697	18,493,066
Accumulated Depreciation Adjustment			3	(150,004)
		<u>35,248,338</u>	<u>43,715,700</u>	<u>18,343,062</u>
Add:-Property , Plant & Equipments		21370929	2,869,579	38,597,238
Assets granted by the project				
		<u>56,619,267</u>	<u>46,585,279</u>	<u>56,940,300</u>
Less: Net Value of -Disposed Fixed Assets			(201,709)	(891,419)
		<u>56,619,267</u>	<u>46,383,570</u>	<u>56,048,881</u>
Less:Charged to the Financial Performance in the Year		10372317	11,135,232	12,333,184
Deferred Income -End of the year		<u>46,246,950</u>	<u>35,248,338</u>	<u>43,715,697</u>
<b>22 Creditors</b>				
Operational & Other Creditors	22.1	3,074,795	5,594,810	2,098,032
		<u>3,074,795</u>	<u>5,594,810</u>	<u>2,098,032</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**NOTES FOR THE STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<b>SUB NOTE</b>	<b><u>2014 (Rs.)</u></b>	<b><u>2013 (Rs.)</u></b>	<b><u>2012 (Rs.)</u></b>
<b>23 Refundable Deposit &amp; Payables</b>				
Payable to Treasury	23.1	167,366	55,891	87,317
Payable to Inland Revenue Department	23.2	22,410	6,845	21,240
Refundable Project Grants	23.3	3,756,632	6,320,479	2,238,829
Personal Emoluments Payable	23.4	-	464,981	490,527
Combined Allowance & Travelling Payable		-		17,563
Payable For Preparation of Policy Documents		-	1,360	1,360
Tender Deposits Payable		125,113	25,400	14,250
Audit Fee Payable		670,080	445,080	440,160
Private Sector Grants				227,125
Retention Money		261,540	83,406	75,926
VET Plan Preparation		690,444	476,832	
NCS Development		-	44,203	
Deposit for QMS		15,000		
Research		1,739,007		
		<u>7,447,592</u>	<u>7,924,477</u>	<u>3,614,297</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014</u> <u>(Rs.)</u>	<u>2013</u> (Rs.)	<u>2012</u> <u>(Rs.)</u>
<b>01.1 Capital Grant -Rehabilitation</b>			
Building & Structures	650,000	80,000	80,000
Plant, Machinery & Equipment	310,000	100,000	150,000
Vehicles	1,280,000		363,000
	<u>2,240,000</u>	<u>180,000</u>	<u>593,000</u>
<b>01.2 Capital Grant -Acquisition of Property , Plant &amp; Equipments</b>			
Vehicles	-	-	-
Furniture & Office Equipments	620,249	439,277	852,740
Plant, Machinery & Equipment	2,292,842	1,431,302	525,930
Building & Structures	-	-	-
Others	49,000	999,000	1,065,672
	<u>2,962,091</u>	<u>2,869,579</u>	<u>2,444,342</u>
<b>01.3 Capital Grant -Capacity Building</b>			
Development of Competency Standards	920,000	1,350,000	655,850
Conduct Research For TVET Sector	1,200,000	1,100,000	575,604
VET Plan Implementation-Public Sector	1,358,000	502,783	1,450,000
Financial Assistance For Private Sector	1,700,000	1,800,000	2,200,000
Financial Assistance For Vulnerable People	719,909	580,000	900,000
Preparation of Sector VET Plan	1,100,000		
Development of Provincial VET Plan	2,900,000	1,677,638	1,311,204
	<u>9,897,909</u>	<u>7,010,421</u>	<u>7,092,658</u>
<b>02.2 ILO Grants</b>			
I LO Grants for VET Plan Preparation	792,283	489,325	1,405,850
	<u>792,283</u>	<u>489,325</u>	<u>1,405,850</u>
<b>02.3 Short Term Programme (Local)</b>			
Ministry of Youth Affairs	16,686,351	10,681,662	4,542,834
	<u>16,686,351</u>	<u>10,681,662</u>	<u>4,542,834</u>
<b>02.4 SSDD</b>			
SSDD Grants	8,712,940	-	-
	<u>8,712,940</u>	<u>-</u>	<u>-</u>
<b>03.1 Institutes Registration Fees</b>			
Institute Registration Fees	2,246,400	950,900	541,250
Institute Grading Fees	3,000	10,500	22,000
Penalty on Institute Registration	215,100	87,100	8,700
	<u>2,464,500</u>	<u>1,048,500</u>	<u>571,950</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014</u> <u>(Rs.)</u>	<u>2013</u> (Rs.)	<u>2012</u> <u>(Rs.)</u>
<b>03.2 Courses Accreditation Fees</b>			
Accreditation Fees	2,009,000	1,369,500	1,097,250
Evaluation Fees	66,100	6,100	16,800
	<u>2,075,100</u>	<u>1,375,600</u>	<u>1,114,050</u>
<b>03.3 NVQ Certificate Income</b>			
NVQ Certificate - New	791,635	798,440	608,110
NVQ Certificate - Reprinting	16,200	18,150	16,675
NVQ Certificate Printing - Duplicate	17,000	12,500	7,500
NVQ Mapping Fees	158,000	65,500	15,000
NVQ Assessment Fee	139,400		
NVQ Exam Fees	2,270,580	782,000	
	<u>3,392,815</u>	<u>1,676,590</u>	<u>647,285</u>
Less : NVQ Certificate printing expenses	1,261,900	949,762	-
NVQ Exam Expenses		471,033	-
	<u>2,130,915</u>	<u>255,795</u>	<u>647,285</u>
<b>03.4 Assessors Registration Fees</b>			
NVQ Assessors Registration Fees	25,500	54,000	67,125
NVQ Assessor Licence Fees	-	333,000	125,250
	<u>25,500</u>	<u>387,000</u>	<u>192,375</u>
<b>03.5 Sales of Publications</b>			
CBT Standard Sales	15,370	8,700	26,750
CBT Curriculum Sales	576,978	621,675	419,972
VET Plan Sales	2,400	3,500	15,650
TVET Guide Sales	28,500	28,000	5,000
LMI Books Sales	8,100	9,250	15,300
TVEC Theme Song CD Sales	250	250	-
Learner Guide Sales	-	500	
	<u>631,598</u>	<u>671,875</u>	<u>482,672</u>
Less: CBT Selling Expenses	67,950	123,540	23,655
Commission on Standard Selling	47,468	20,434	
	<u>516,180</u>	<u>527,901</u>	<u>459,017</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>03.6 Net Income From Records Books</b>			
Record Books Sales	2,191,950	3,684,150	3,272,750
Opening Stock of Records Books	184,201	493,539	654,890
Trainee Record Books Printing	1,750,750	1,816,500	1,662,670
Commission on Record Books Sales	110,846	185,927	162,834
	2,045,797	2,495,966	2,480,394
Less : Closing Stok of Trainee Record Books	790,873	184,201	493,539
Less: Total Cost of Record Books Printing	1,254,924	2,311,765	1,986,855
	<u>937,026</u>	<u>1,372,385</u>	<u>1,285,895</u>
<b>09.1 Printing, Stationery &amp; Office Requisites</b>			
Stationery & Office Requisites	2,219,750	1,965,832	1,511,660
Printing Charges	328,895	383,936	995,946
Advertisement Expenses	1,123,673	638,666	913,901
	<u>3,672,318</u>	<u>2,988,434</u>	<u>3,421,507</u>
<b>09.2 Fuel Expenses</b>			
Fuel & Lub. for Assign MV	2,318,170	2,194,071	377,248
Fuel & Lub. for Pool MV	662,262	658,383	670,432
Fuel & Lub. for Off. Transport MV	-	80,300	686,700
	<u>2,980,432</u>	<u>2,932,754</u>	<u>1,734,380</u>
<b>10.3 Motor Vehicle Insurance &amp; Maintenance</b>			
MV Maintenance Expenses KE - 0488	271,749	204,427	282,845
MV Maintenance Expenses KB - 9869	218,211	222,442	308,305
MV Maintenance Expenses KF-6350	243,688	98,650	179,106
MV Maintenance Expenses KF-7354	131,154	77,808	241,380
MV Maintenance Expenses 18-1895	-	-	5,935
MV Maintenance Expenses 18-1896	-	-	37,930
MV Maintenance Expenses 17-9179	-	-	435
MV Maintenance Expenses 18-1901	11,466	15,025	104,594
MV Maintenance Expenses PB 4729	349,565	180,102	282,784
MV Maintenance Expenses 51-9654	-	-	3,950
MV Maintenance Expenses 57-7603	107,378	177,328	162,370
MV Maintenance Expenses PD- 2405	373,241	384,702	205,591
MV Maintenance Expenses KR- 7697	213,493	139,621	122,116
MV Maintenance Expenses KS- 2350	248,544	170,717	100,079
MV Maintenance Expenses KS- 2645	130,151	98,505	113,535
MV Maintenance Expenses NB- 2942	395,244	302,905	158,345
MV Maintenance Expenses PE-0572	291,647	257,708	121,679
MV Maintenance Expenses NC-0021	14,820		
	<u>3,000,351</u>	<u>2,329,940</u>	<u>2,430,979</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>13.1 Institute Registration Expenses</b>			
Institute Registration Evaluation Fees	699,095	506,575	288,030
Travelling (Fuel) expenses for Institute Registration	84,262	89,557	115,225
Evaluation & Registration Program	10,050	69,368	388,153
	<u>793,407</u>	<u>665,500</u>	<u>791,408</u>
<b>13.2 Financial Grants</b>			
Financial Assistants - Public	1,663,240	1,571,557	
Financial Assistants - Private	1,521,044	2,701,650	2,196,298
Financial Assistants - Vulnerable	1,152,875	-	798,515
	<u>4,337,159</u>	<u>4,273,207</u>	<u>2,994,813</u>
<b>13.3 Accreditation Expenses</b>			
Course Evaluation Fees	662,000	1,000,450	1,038,990
Fuel Expenses for Accreditation	287,350	395,620	359,390
Accreditation Program	464,508	290,261	887,395
	<u>1,413,858</u>	<u>1,686,331</u>	<u>2,285,775</u>
<b>13.4 NVQ Programmes Expenses</b>			
NVQ Programmes	540,598	600,887	458,639
NVQ Assessments Support	806,050	154,710	320,888
Promotional Programs	2,454,493	1,203,496	940,728
ISO Certification and Implementation	109,455	65,491	98,732
NVQ Assessment Fee	5,713,274		
NVQ Exam Fee	1,529,580		
	<u>11,153,450</u>	<u>2,024,584</u>	<u>1,818,987</u>
<b>13.5 Sector VET Plan Perpetration Expenses</b>			
VET Plan - New	920,492	1,470,175	600,440
Vet Plan - Update	107,100		919,682
Provincial Vet Paln Preparation	-		77,681
	<u>1,027,592</u>	<u>1,470,175</u>	<u>1,597,803</u>
<b>13.6 LMI &amp; TVET Guide Expenses</b>			
LMI Bulletin / News Letter - Printing	786,580	740,921	628,235
LMI Data Coding & Entry Fees	265,276	446,993	327,909
TVET Guide Printing	388,756	334,151	451,514
LMI / News letter postal charges	50,355	81,930	92,786
Other Expenses (TVET Guide)	6,450	2,175	11,485
UNEVOC activities	110,868	45,346	
LMI Servey	322,046		
	<u>1,930,331</u>	<u>1,651,516</u>	<u>1,511,929</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SUB NOTES FOR THE STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>14.1 ILO Expenses</b>			
<b>Nothern Province VET Plan Expenses</b>			
Consulting & Data Collection Fee			311,412
Allowances			76,282
Fuel Expenses			400
<b>Development of NCS</b>			
Development Expenses of NCS	-		249,311
<b>VET Plan Implementation</b>			
VET Plan Implementation	792,283	489,325	649,765
Travelling			40,440
Provincial VET Plan postal charges			12,240
Assessor Payment			66,000
Accommodation			-
	<u>792,283</u>	<u>489,325</u>	<u>1,405,850</u>
<b>14.2 Expenses-RUEDA</b>			
Allowances	-	-	780,100
	<u>-</u>	<u>-</u>	<u>780,100</u>
<b>14.3 Short Term Programme (Local)</b>			
Development of Skill Standards	-	5,484,198	-
Dayatakirula Programme	-	797,665	-
UNICEF Programme	325,275	271,997	-
Touch Your Future Programme	12,007,324	4,127,802	-
Youth Conference	1,386,535	-	-
UNFPA	2,967,217	-	-
	<u>16,686,351</u>	<u>10,681,662</u>	<u>4,542,834</u>
<b>14.4 Skills Sector Development Programme</b>			
Baseline Servey	3,496,170	-	-
Registration & Accreditation Policy	2,674,572	-	-
NCS & GNVQ	524,105	-	-
Quality Management System	1,566,274	-	-
Other	451,819	-	-
	<u>8,712,940</u>	<u>-</u>	<u>-</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>16.1 Operational Debtors</b>			
ATC Computer Institute	-	112,000	162,214
Sakura Computer Institute	167,895	167,895	167,895
Sundry Debtors	6,300		
	<u>174,195</u>	<u>279,915</u>	<u>330,109</u>
<b>16.2 Staff Loan Granted &amp; Advance Recoverable</b>			
Commission Loan Granted to Staff	1,454,564	1,282,754	1,239,764
Distress Loan	5,597,803	5,340,316	5,215,594
Tsunami Special Loan	39,000	39,000	39,000
Festival Advance	63,800	56,300	54,560
Special Advance	7,900	5,000	4,500
	-		
	<u>7,163,067</u>	<u>6,723,370</u>	<u>6,553,418</u>
<b>17.1 Advance For Staff Officers and Others</b>			
Advance for Staff Officers	520180	293,808	67,592
<b>Advance granted to Others</b>			
NAITA	-	1,000,000	-
NYSC	-	1,000,000	-
VTA	-	1,000,000	-
	<u>520180</u>	<u>3,293,808</u>	<u>67,592</u>
<b>17.2 Claim Receivable From Outside Institutes</b>			
Others	5,041	4,995	
Ministry of Youth Affairs	1,123,118		
SSDD	723,744		
	<u>1,851,903</u>	<u>4,995</u>	
<b>17.3 Pre payments</b>			
Pre Payment of Cash in Transist Insurance	11232	11,230	11,077
Pre Payment Service Agreements	34986		-
	<u>46218</u>	<u>11,230</u>	<u>11,077</u>
<b>17.4 Recoverable NVQ Certificate Printing Expenses</b>			
Recoverable from NAITA	210,983	214,187	120,432
Recoverable from VTA	38,180	19,840	173,320
Recoverable from NYSC	16,800	16,800	3,680
Recoverable from DTET	159,639	135,055	78,170
Recoverable from CGTTI	74,750	74,750	
	<u>500,352</u>	<u>460,632</u>	<u>375,602</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SUB NOTES FOR THE STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2014**

	<u>2014 (Rs.)</u>	<u>2013 (Rs.)</u>	<u>2012 (Rs.)</u>
<b>22.1 Creditors</b>			
Operating Creditors	2,798,721	4,814,041	2,073,798
Creditors -Staff	241,925	151,603	-
Other Creditors	34,149	629,166	24,234
	<u>3,074,795</u>	<u>5,594,810</u>	<u>2,098,032</u>
<b>23.1 Payable to Treasury</b>			
Royalty Deducted	167,366	43345	78,023
Nopay Deductions	-	12546	9,294
	<u>167,366</u>	<u>55891</u>	<u>87,317</u>
<b>23.2 Payable to Inland Revenue Department</b>			
Withholding Tax Deducted	14100	1300	16,800
Stamp Duty Deducted	8310	5545	4,440
PAYE Tax Deducted	-	-	-
	<u>22410</u>	<u>6845</u>	<u>21,240</u>
<b>23.3 Refundable Project Grants</b>			
GTZ Returnable Grants	-	-	30
RUEDA Returnable Grants	48,923	48,923	48,923
ILO Returnable Grants	3,266,202	3,196,076	1,697,301
Short Term Returnable Grants (Foreign)	438,015	520,813	474,563
TEDP Returnable Grants	3,492	3,492	3,492
NAITA Returnable Grants	-	14,550	14,550
Ministry of Youth Affairs and Skills Development	-	2,536,625	-
Touch Your Future returnable grants	-	-	-
World Bank	-	-	-
	<u>3,756,632</u>	<u>6,320,479</u>	<u>2,238,829</u>
<b>23.4 Personal Emoluments Payable</b>			
Overtime & Holiday Pay	-	-	20,985
ETF	-	129,100	58,678
EPF	-	335,881	391,118
Salaries & Wages	-	-	19,746
	<u>-</u>	<u>464,981</u>	<u>490,527</u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SCHEDULE FOR STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31ST DECEMBER 2014**

**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	13	68,916.00	447,954
D.W.Suranga Dammika	4	2001.02.01	5	12,550.00	31,375
Keerthi W.G.S.A.	5	2001.02.01	13	29,904.00	194,376
Jeewantha N,W,G.N.	6	2001.02.01	13	29,700.00	193,050
Gunasiri D.W.N.	7	2001.02.01	13	27,180.00	176,670
Kumara N.A.C.	8	2001.02.02	13	28,260.00	183,690
Sirisena K.	9	2001.02.05	13	28,260.00	183,690
De Silva R.N.P.	10	2001.03.01	13	29,904.00	194,376
Manjula D.B.R	11	2001.03.01	13	29,700.00	193,050
Udayakanthi Y.P.S.	12	2001.02.01	13	34,134.00	221,871
Asanka Rangana M.N.	15	2001.09.03	13	26,712.00	173,628
Hagodarachchi G.K..	20	2001.11.01	13	30,312.00	197,028
Edirisooriya M.L.N.S.	22	2001.11.02	13	52,356.00	340,314
Indika Sampath H.B.	24	2001.11.16	13	29,292.00	190,398
Amarasekara P. S.	25	2001.11.15	13	27,564.00	179,166
Dinesh B.K.S.	26	2001.11.16	13	27,564.00	179,166
Ajith Kusum P.P.	28	2001.12.03	13	52,356.00	340,314
Sunil P.K.	29	2001.12.18	13	59,016.00	383,604
Anura Weerakoon W.M.T.	31	2002.07.01	12	52,356.00	314,136
Jayathilake P.C.P.	32	2002.08.01	12	71,316.00	427,896
Suraweera B.H.S.	39	2005.01.03	10	70,399.50	351,998
Wijesekara S.	40	2005.04.20	9	27,252.00	122,634
Kumara W.V.P.C.J.	41	2005.05.16	9	26,628.00	119,826
Perera V.	43	2005.06.15	9	64,956.00	292,302
Thirvaukkarasu S.	46	2005.01.04	9	47,490.00	213,705
Gunathilake P.M.C.P.	47	2005.01.18	9	41,568.00	187,056
Widana Kankanamge D.H.	48	2005.01.03	10	47,490.00	237,450
Ganepola G.A.M.U.	49	2005.01.02	10	45,276.00	226,380
Dharmasena U.A.P.	51	2005.01.03	10	41,568.00	207,840
C/F					6,704,943

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2014**

**Schedule 01-Gratuity Provision**

Name	Employee No	Appointment Date	No of Years	*Salary (Rs.)	Gratuity Provision (Rs.)
B/F					6,704,943
De Silva M.D.C.	56	2005.10.06	9	30,108.00	135,486
Samaraweera R.J.	57	2005.11.21	9	49,254.00	221,643
Bandula P.	58	2006.02.20	8	26,784.00	107,136
Amarasinghe A.S.	60	2006.05.16	8	54,576.00	218,304
Kumara G.G.S.	62	2006.07.14	8	26,412.00	105,648
S.U.K.Rubasinghe	65	2007.02.02	7	52,356.00	183,246
M.Vidanapathirana	66	2007.02.02	7	47,490.00	166,215
J.A.D.J.Jayalath	68	2007.08.01	7	63,756.00	223,146
P.P.P.Nanayakkara	70	2007.10.15	7	47,490.00	166,215
W.A.W.C.Premarathna	71	2007.11.01	7	52,356.00	183,246
W.J.L.A.Damayanthi	72	2007.12.12	7	46,608.00	163,128
G.D.K.V.S.,Mangala	73	2008.02.01	6	26,940.00	80,820
R.G.A.T.Kumara	74	2008.11.03	6	27,810.00	83,430
N.D.Wijesekara	75	2008.11.03	6	27,984.00	83,952
S.S.Kalpage	76	2008.11.03	6	25,980.00	77,940
G.C.J..De Silva	78	2009.09.01	5	27,636.00	69,090
K.T.Amarasinghe	80	2009.11.30	5	27,636.00	69,090
D.M.S.J.Siripala	81	2009.11.30	5	27,636.00	69,090
Vindya Hansani	83	2011.04.05	3	27,462.00	41,193
K.S.Sameera	84	2011.08.01	3	26,472.00	39,708
G.C.S.M.Nanayakkara	85	2011.08.01	3	26,472.00	39,708
B.S.J.Vipulsi	86	2012.01.02	3	30,036.00	45,054
H.M.A.D.K.Herath	87	2012.01.02	3	41,568.00	62,352
D.N.I.D.De Silva	90	2012.01.02	3	30,036.00	45,054
Chandi Menaka	91	2012.03.01	2	26,940.00	26,940
A.P.Indrani	92	2012.03.01	2	25,116.00	25,116
I.G.Kalpa Udara	93	2012.07.10	2	30,036.00	30,036
P.Muthukumarana	94	2012.11.03	2	29,778.00	29,778
H.G.K.N.Bandara	97	2013.02.01	1	42,342.00	21,171
C.H.W.Darshanika	98	2013.03.01	1	26,940.00	13,470
P.G.S.Chaturangani	99	2013.06.06	1	27,114.00	13,557
K.D.L.P.Karunadasa	101	2013.07.15	1	29,778.00	14,889
T.A.W.Madushani	103	2013.07.15	1	29,778.00	14,889
K.W.A.Anuruddika	104	2013.07.15	1	28,530.00	14,265
N.L.S.Dayaratne	105	2013.09.02	1	25,260.00	12,630
B.G.N.Kamalpriya	106	2013.09.10	1	26,260.00	13,130
					<b>9,614,708</b>

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

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2014**

**Schedule 02-Festival Advance**

NAME	AMOUNT (Rs.)
W.P.M.P.Premachandra .....	1,000
K.Sirisena .....	1,000
R.N.P. de Silva .....	1,000
Champika Jagath Kumara .....	1,000
Y.P.S.Udayakanthi .....	1,000
D.W.N.Gunasiri .....	1,000
N.W.G.Jeewantha .....	1,000
D.B.R.Manjula .....	1,000
P.K.Sunil .....	1,000
D.W.Suranga .....	300
B.K.Sriyantha .....	1,000
P.S.Amarasekara .....	1,000
H.B.I.Sampath .....	1,000
B.H.S.Suraweera .....	2,000
Asanka Rangana .....	1,000
A.Weerakon .....	1,000
Janak de Silva .....	1,000
U.P.A.Dharmasena .....	1,000
D.C.de Silva .....	1,000
De Silva D.N.I.D. ....	1,000
Ajith Kusum .....	1,000
V.Perera .....	1,000
N.D.Wijesekara .....	1,500
Nanayakkara .....	1,000
G.C.S.M. ....	
Hansani.W.A.C. ....	1,000
Sameera K.S. ....	1,000
Vipulsi B.S.M. ....	1,000
Herath H.M.A.D.K. ....	1,000
M.Vidhanapathirana .....	1,000
G.G.Saman Kumara .....	1,000
A.S.Amarasinghe .....	1,000
S.U.K.Rubasinghe .....	1,000
S.S.Kalpage .....	1,000
P.P.P.Nanayakkara .....	1,000
M.L.N.S.Edirisooriya .....	1,000
.....	35,800

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2014**

<b>Schedule 02-Festival Advance</b>	<b>AMOUNT</b>
<b>NAME</b>	<b>(Rs.)</b>
B/F	35800
S.J.Siripala .....	1,000
Suminda Arunakeerthi .....	1,000
N.A.C.Kumara .....	1,000
G.D.N.M.Perera .....	2,000
R.G.A.T.Kumara .....	1,000
K.T.Amarasinghe .....	1,000
A.P.S.Taraka .....	2,000
P.C.M.P.Gunathilake .....	1,000
G.A.M.U.Ganapola .....	1,000
R.P.W.Muthukumarana .....	1,000
W.J.L.A.Damayanthi .....	1,000
P. Bandula .....	1,000
W.A.W.C.Premaratne .....	1,000
I.G.K.Udara .....	1,000
A.P.Indrani .....	1,000
H.G.K.N.Bandara .....	1,000
S.Wijesekara .....	1,000
D.K.W.S.Mangala .....	1,000
PG.A.S.Chathurangani .....	1,000
K.D.L.S.Karunadasa .....	1,000
T.A.W.Madushani .....	1,000
K.W.A.Anuruddika .....	1,000
N.L.S.Dayarathne .....	1,000
N.T.K.Delpachithra .....	1,000
E.W.S.M.Dayaratne .....	1,000
B.G.N.Kamalpriya .....	1,000
	<b>63,800</b>

**Schedule 03-Staff Loan**

<b>NAME</b>	<b>AMOUNT</b>
	<b>(Rs.)</b>
B.K.Sriyantha Dinesh .....	22,208
D.W.N.Gunasiri .....	2,776
P.P.K.Ajith .....	6,940
D.W.Suranga Dammika .....	19,445
G.A.M.U.Ganepola .....	22,208
Indika Sampath .....	44,416
K.M.G.P.S.K.Dias .....	3,552
C/F	121,545

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**SCHEDULE FOR STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 31ST DECEMBER 2014**

<b>Schedule 03-Staff Loan</b>	<b>AMOUNT</b>
<b>NAME</b>	<b>(Rs.)</b>
B/F	121,545
K.Sirisena	43,288
N.W.G.N.Jeewantha	40,252
P.Bandula	31,924
P.S.Amarasekara	26,372
R.N.P.de Silva	45,804
R.Semasinghe	147
S.S.Kalpage	9,716
W.P.M.P.Premachandra	43,028
Y.P.S.Udayakanthi	8,328
D.B.R.Manjula	10,524
Champika J.Kumara	31,924
A.S.Amarasinghe	48,580
W.J.L.A.Damayanthi	31,924
Sadda Mangala	4,164
M.Vidanapathirana	18,044
B.H.S.Suraweera	40,277
Asanka Rangana	48,580
U.A.P.Dharmasena	37,476
P.P.P.Nanayakkara	44,416
R.G.A.T.Kumara	38,864
S.U.K.Rubasinghe	22,208
D.M.S.J.Siripala	36,088
G.K.Hegodaarachchi	40,252
Amarasinghe K.T.	24,984
S.Wijesekara	45,862
G.D.N.M.Perera	1,388
N.A.C.Kumara	40,252
D.C.de Silva	36,019
G.G.Saman Kumara	13,880
Vipulsi B.S.J.	26,372
Herath H.M.A.D.K.	30,536
M.L.N.S.Edirisooriya	30,536
N.D.Wijesekara	31,924
W.A.V.Hansani	44,416
U.P.C.Menaka	44,416
Anura Weerakoon	20,820
G.C.S.M.Nanayakkara	50,000
Kalpa Udara	34,700
N.L.S.Dayarathne	42,306
G.C.J.De Silva	27,760
D.A.N.I.D.Silva	40,252
R.J.Samaraweera	44,416
	<b>1,454,564</b>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2014**

**Schedule 04-Tsunami Loan**

	<b>AMOUNT (Rs.)</b>
D.W.Suranga Dammika .....	39,000
	<b>39,000</b>

**Schedule 05-Distress Loan**

<b>NAME</b>	<b>AMOUNT (Rs.)</b>
Ajith Kusum .....	183,348
B.K.Sriyantha Dinesh .....	91,397
Asanka Rangana .....	78,048
Indika Sampath .....	137,160
K.M.G.P.S.K.Dias .....	36,522
K.Sirisena .....	112,500
N.W.G.N.Jeewantha .....	145,376
P.Bandula .....	130,980
P.S.Amarasekara .....	118,800
R.N.P.de Silva .....	151,221
N.A.C.Kumara .....	83,160
U.G.Palitha .....	66,702
W.P.M.P.Premachndra .....	229,130
S.U.K.Rubasinghe .....	141,644
R.G.A.T.Kumara .....	71,734
Y.P.S.Udayakanthi .....	150,240
B.H.S.Suraweera .....	89,809
S.Wijesekara .....	78,505
W.K.Bernard .....	51,536
M.D.C.de Silva .....	103,194
Champika J.Kumara .....	115,992
A.S.Amarasinghe .....	195,802
P.P.P.Nanayakkara .....	129,146
M.Vidanapathirana .....	241,610
Amarasinghe K.T. ....	94,874
G.D.N.M.Perera .....	9,440
D.K.W.S.Mangala .....	132,176
G.C.J.De Silva .....	123,914
R.J.Samaraweera .....	237,462
Anura Weerakoon .....	41,660
D.W.N.Gunasiri .....	72,514
P.G.Ananda .....	1,297
T.Senthuran .....	20,830
C/F .....	3,667,723

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION  
SCHEDULE FOR STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 31ST DECEMBER 2014**

**Schedule 05-Distress Loan**

NAME	AMOUNT
B/F	3,667,723
Suminda Arunakeerthi .....	132,182
J.A.D.J.Jayalath .....	45,826
D.B.R.Manjula .....	52,143
G.K.Hegodaarachchi .....	312
Perera V. ....	216,632
G.G.Saman Kumara .....	104,812
W.J.L.A.Damayanthi .....	66,656
U.A.P.Dharmasena .....	143,276
G.A.M.U.Ganepola .....	133,312
N.D.Wijesekara .....	136,948
S.S.Kalpage .....	50,475
P.C.P.Jayathilake .....	179,138
Widana Kankanamge .....	224,964
D.H.	
W.A.V.Hansani .....	129,584
Siripala J. ....	97,188
Edirisooriya M.L.N.S. ....	216,632
	<u><b>5,597,803</b></u>

**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**  
**FINANCIAL HIGHLIGHTS 2014**

CATEGORY/OBJECTIVE TITLE	ESTIMATES	REVISED	ACTUAL	PERCENTAGE
CAPITAL EXPENDITURE	ESTIMATES	ESTIMATES	EXPENDITURE	%
	Rs.'000	Rs.'000	Rs.'000	
<b>Acquisition of fixed Assets</b>				
Furniture & Office Equipment	117	44	44	100
Plant & Machinery/Computer & Accessories	3,053	3,160	2,869	91
Library Books	50	50	49	98
Computer Software	350	350	-	-
	3,570	3,604	2,962	82
<b>Rehabilitation and improvements</b>				
Building & Structures		620	613	99
Plant & Machinery	1,400	300	253	84
Vehicles	800	1,252	1,210	97
	2,200	2,172	2,076	96
<b>Development Capital Expenses</b>				
Public Sector Grants	1,305	1,305	1,663	127
Revision of National Competency Standards	1,000	1,000	899	90
Financial Assistant to Private Sector Training Institute	2,000	1,680	1,521	91
Conduct Researches	1,200	1,200	960	80
Financial Assistant to promote training for vulnerable people	395	709	1,153	163
Development of Provincial VET Plan	2,850	2,850	2,852	100
Development of Sector VET Plan	1,480	1,480	1,028	69
	10,230	10,224	10,076	
<b>Total Capital Expenditure</b>	<b>16,000</b>	<b>16,000</b>	<b>15,114</b>	<b>94</b>
<b>RECURRENT EXPENDITURE</b>				
Salaries & Wagers	30,152	31,102	31,312	101
EPF Contribution Expenses	3,600	3,600	3,514	98
ETF Contribution Expenses	900	900	877	97
Overtime & Holiday Pay	800	850	858	101
Payment for Trainees	1,750	1,750	1,681	96
Chairman Allowance	200	200	200	100
Gratuity	173	173	173	100
	37,575	38,575	38,615	100
<b>Traveling Expenses</b>				
Domestic	350	350	331	95
Foreign	717	717	718	100
	1,067	1,067	1,049	98
<b>Supplies &amp; Consumables used</b>				
Printing, Stationery & Office Requisites	3,921	3,921	3,681	94
Fuel Expenses	3,060	3,060	2,980	97
Transport Expenses	6	6	6	100
Uniform	88	88	88	100
Newspapers & Magazine Expenses	150	150	105	70
Other Service Expences	220	220	227	103
Entertainment Expenses	200	200	214	107
	7,645	7,645	7,301	96

<b>CATEGORY/OBJECTIVE TITLE</b>	<b>ESTIMATES</b>	<b>REVISED</b>	<b>ACTUAL</b>	<b>PERCENTAGE</b>
<b>CAPITAL EXPENDITURE</b>		<b>ESTIMATES</b>	<b>EXPENDITURE</b>	<b>%</b>
	<b>Rs.'000</b>	<b>Rs.'000</b>	<b>Rs.'000</b>	
<b>Maintenance &amp; Expenses</b>				
Vehicle Maintenance and Insurance	3,050	3,050	3,000	<b>98</b>
Plant & Machinery	200	200	210	<b>105</b>
Building & Structure	510	510	272	<b>53</b>
Computer Maintances	300	300	249	<b>83</b>
Mechanical & Electronic Goods	50	50	33	<b>66</b>
General Maintenace	220	220	221	<b>100</b>
	<b>4,330</b>	<b>4,330</b>	<b>3,985</b>	<b>92</b>
<b>Contractual Services</b>				
Telecommunication	1800	1800	1,640	<b>91</b>
Postal Charges	189	189	190	<b>101</b>
Electricity Expenses	3368	3368	3,092	<b>92</b>
Water	206	206	176	<b>85</b>
Rates & Taxes& Rent	131	131	131	<b>100</b>
Security Charges	1196	1196	1,179	<b>99</b>
Janitorial Charges	1130	1130	1,146	<b>101</b>
Audit Fees *	225	225	225	<b>100</b>
Legal Charges	50	50	30	<b>60</b>
Subscription & Member Fees - Domestic & Foreign	100	100	73	<b>73</b>
Staff Training & Development	400	400	392	<b>98</b>
Money Transist Insurance	14	14	14	<b>100</b>
Service Agreements	900	900	639	<b>71</b>
	<b>9,709</b>	<b>9,709</b>	<b>8,927</b>	<b>92</b>
<b>Operational Expenses</b>				
Institute Registration Expenses	791	791	792	<b>100</b>
Accreditation Expenses	1413	1413	1,414	<b>100</b>
NVQ Programmes Expenses	11180	11180	11,154	<b>100</b>
LMI Expenses	2856	2856	1,930	<b>68</b>
Estabilishing Quality Management System Expenses	30	30	19	<b>63</b>
Financial Assistant Monitoring & Coordination Expenses	250	250	221	<b>88</b>
Translation Fees	100	100	86	<b>86</b>
Honorarium (Board of Directors & Audit & Management )	496	496	421	<b>85</b>
Books Printing Expenses	1,995	1,995	1,977	<b>99</b>
	<b>19,111</b>	<b>19,111</b>	<b>18,014</b>	<b>94</b>
<b>Total Recurrent Expenditure</b>	<b>79,437</b>	<b>80,437</b>	<b>77,891</b>	<b>97</b>

## Financial Highlights

### Recurrent Expenditure

	(Rs.)
Personal Emolument	38,441,552
Gratuity	173,556
Traveling Expenses	1,049,271
Supplies & Consumable used	7,301,755
Maintenance Expenditure	3,986,334
Contractual Services	8,925,918
Board of Directors & Audit & Mang	420,500
Operational Expenses	15,615,833
Books Printing Expenses	1,977,014

**Total**

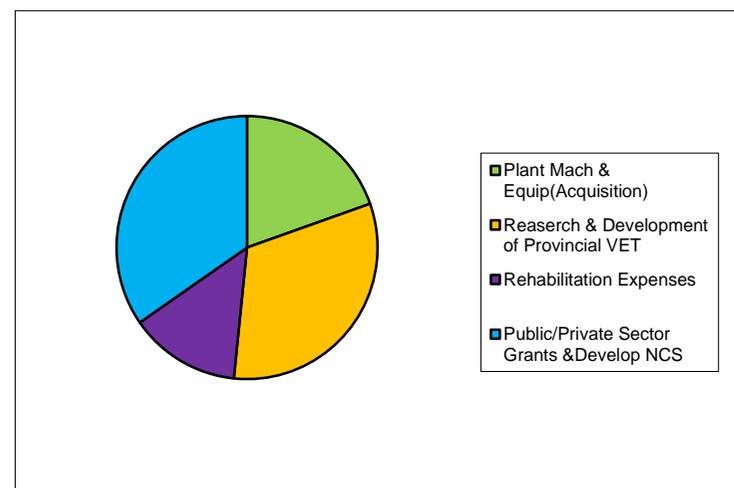
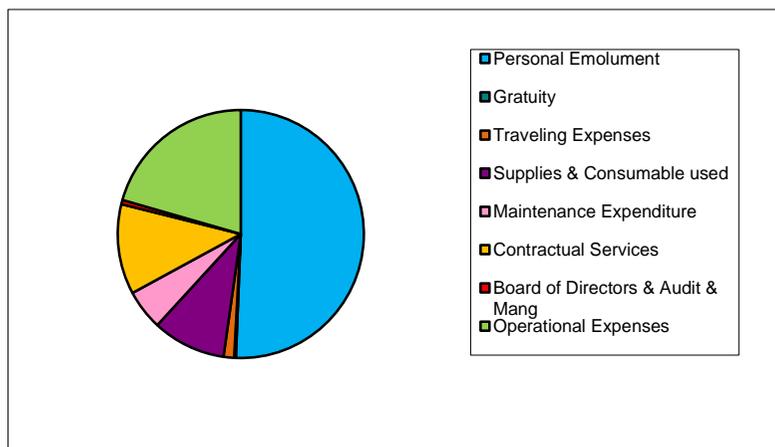
**77,891,733**

### Capital Expenditure

	(Rs.)
Plant Mach & Equip(Acquisition)	2,962,091
Reaserch & Development of Provincial VET	4,839,551
Rehabilitation Expenses	2,076,343
Public/Private Sector Grants & Develop NCS	5,236,763

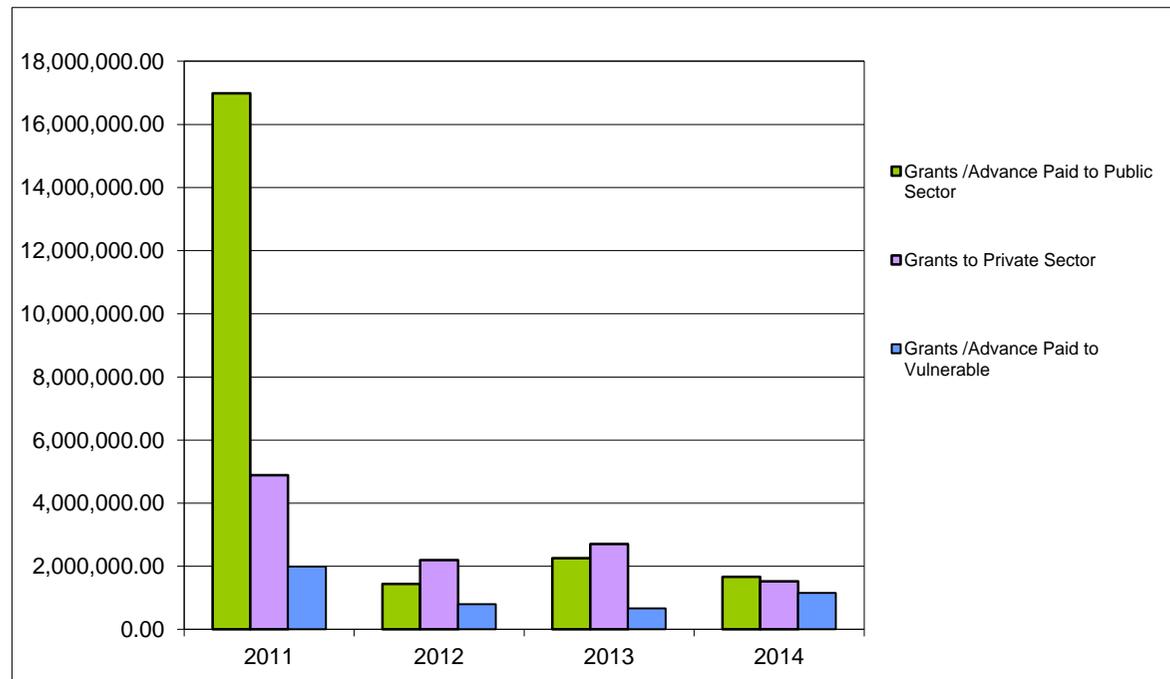
**Total (Rs.)**

**15,114,748**



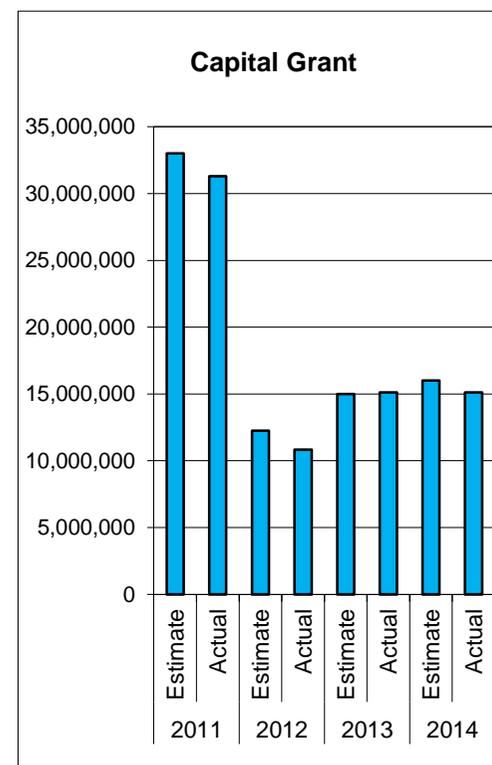
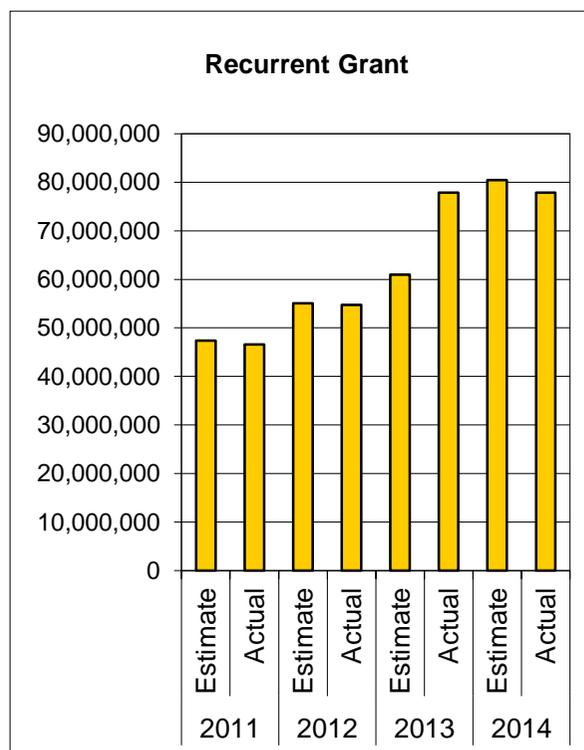
**Financial Highlights**  
**Grants to Public & Private Sector Institutes**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Grants /Advance Paid to Public Sector	6,938,571	16,988,909	1,446,652	2,252,249	1,663,240
Grants to Private Sector	806,144	4,886,224	2,196,298	2,701,650	1,521,044
Grants /Advance Paid to Vulnerable	858,164	1,990,345	798,515	661,995	1,152,875
<b>Total (Rs.)</b>	<b>8,604,888</b>	<b>23,867,489</b>	<b>4,443,477</b>	<b>5,617,907</b>	<b>4,337,159</b>



### Budget Estimates, Actual Expenditure and Grants Return received

	<u>2011</u>		<u>2012</u>		<u>2013</u>		<u>2014</u>	
	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>	<u>Estimate</u>	<u>Actual</u>
Recurrent Grant	47,370,000	46,571,924	55,073,712	54,761,014	60,957,000	77,891,733	80,437,000	77,891,733
Capital Grant	33,000,000	31,292,303	12,239,500	10,819,565	15,000,000	15,114,748	16,000,000	15,114,748
Grant Return Received		280,968		224,617		401,908		47,325
<b>Total (Rs.)</b>	<b>80,370,000</b>	<b>78,145,195</b>	<b>67,313,212</b>	<b>65,805,196</b>	<b>75,957,000</b>	<b>93,408,389</b>	<b>96,437,000</b>	<b>93,053,806</b>





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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்  
**AUDITOR GENERAL'S DEPARTMENT**



මගේ අංකය  
எனது இல.  
My No.

JP/E/TVEC/1/14/299

මගේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

30 July 2015

The Director General

Tertiary and Vocational Education Commission

**Report of the Auditor General on the Financial Statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2014 in terms of Section 14(2)(c) of the Finance Act, No.38 of 1971**

The audit of financial statements of the Tertiary and Vocational Education Commission for the year ended 31 December 2014 comprising the statement of financial position as at 31 December 2014 and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No. 38 of 1971 and Section 10(d)(2) of the Tertiary and Vocational Education (Amendment) Act, No. 50 of 1999. My comments and observations which I consider should be published with the Annual Report of the Commission in terms of Section 14(2) (c) of the Finance Act appear in this report. A detailed Report in terms of Section 13(7)(a) of the Finance Act was furnished to the Director General of the Commission on 30 April 2015.

**1.2 Management's Responsibility for the Financial Statements**

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

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව. - - இல. 306/72, பொல்தராவ வீதி, பத்தரமுல்லை, இலங்கை. - No. 306/72, Polduwa Road, Battaramulla, Sri Lanka



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### 1.3 Auditor's Responsibility

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My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards consistent with International Standards of Supreme Audit Institutions (ISSAI 1000-1810). Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

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

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

## 2. Financial Statements

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### 2.1 Opinion

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In my opinion, the financial statements give a true and fair view of the financial position of the Tertiary and Vocational Education Commission as at 31 December

2014 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**

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### 2.2.1 **Accounting Deficiencies**

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The following observations are made.

- (a) According to the physical verification reports presented at the end of the year under review, the remaining stock of stationery valued at Rs.980,186, Certificates of Skills and the value of Compact Discs on National Skills Standards had not been shown in the financial statements.
- (b) Despite the non-commencement in commencement of activities connected with updating of Vocational Education and Training Plan and the absence of any liability in that regard, a sum of Rs.493,000 had been shown as an expenditure payable.
- (c) The provisions for gratuity for 07 employees had been overstated by Rs.153,187 due to errors in computation.
- (d) The adjustments of Rs.180,305 in respect of the preceding year had been made to the Translation Reserve instead of being adjusted retrospectively.

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

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The following instances of non-compliance were observed.

Reference to Laws, Rules and Regulations,.	Non-compliance
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(a) Section 4.5 of Chapter XXIV of the Establishments Code of the Democratic Socialist Republic of Sri Lanka	Action had not been taken to recover the sum of Rs.176,983 recoverable from 03 officers who had vacated post and been interdicted, from the guarantors or to take any other course of action.
(b) Section 9.3.1 of the Public Enterprises Circular No. PED/12 of 02 June 2003	Even though the Acting Appointments should not be made for a period not exceeding 03 months, 02 instances of failure in taking such action were observed.

## 3. Financial Review

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### 3.1 Financial Results

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According to the financial statements presented, the financial result of the Commission for the year ended 31 December 2014, had been a surplus of Rs.4,367,161 as against the deficit of Rs.3,229,145 for the preceding year thus indicating an improvement of Rs.7,596,306 in the financial result for the year under review as compared with the preceding year. The increase in Government and Project

Grants and the operating income in the year had mainly attributed to the improvement.

#### 4. **Operating Review**

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##### 4.1 **Performance**

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The following activities targeted in the Annual Implementation Plan for the year under review could not be achieved.

- (a) A sum of Rs.958,000 had been expected to be spent for 09 research proposals out of 16 presented by various institutions. A sum of Rs.346,000 had been spent for 08 of those researches and one research had been abandoned.

##### **(b) Course Accreditation and Training Approval Division**

- (i) Even though 616 courses of the Government Sector and 104 courses of the Private Sector and Non- Governmental Organizations had been evaluated for the accreditation of courses, only 451 and 70 courses respectively had been accredited.
- (ii) Out of 247 applications received from the Government Sector, Private Sector and Non- Governmental Organizations for renewal of accreditation, only 211 courses had been evaluated.

##### **(c) National Vocational Qualifications Division**

- (i) Even though it had been targeted to spend Rs.1.29 million during the year under review for publicity and awareness of national vocational qualifications and carrying out researches for gauging the productivity,

a sum of Rs.2.16 million had been spent in that connection. That is exceeding the expected expenditure by 67 per cent.

- (ii) Even though the Commission had targeted to carry out 16 audits of skills evaluation of institutions, only one audit had been carried out.
- (d) The Labour Market Information Statements from January to June of the year under review had not been issued.
- (e) Even though it had been targeted to conduct 25 local employee training programmes and 15 foreign training programmes, the number of programmes conducted had been 15 and 10 respectively.

#### 4.2 **Management Inefficiencies**

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- (a) The following observations were made in respect of expenditure on granting financial assistance.
  - (i) A sum of Rs.4,337,159 had been granted during the year under review as financial assistance for purchase of materials for courses to the Government Sector, Private Sector and people in distress. According to the agreements entered into between the Commission and the recipients of financial assistance, there were 10 institutions whose courses relating to the issue of the National Vocational Qualification Certificates had not been accredited.
  - (ii) Financial assistance of Rs.3,446,652 had been granted in the year 2012 to 11 institutions of the Government Sector for purchase of materials. Those institutions had not got their courses accredited even by 29 May 2015.

in terms of the agreements, that task had not been completed and handed over even up to May 2015.

### **Staff Administration**

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- (a) As the approved staff and the actual staff of the year under review had been 102 and 77 respectively, 25 vacant posts existed. Action had not been taken to fill these vacancies.
  
- (b) An officer had been recruited to the post of Director General on secondment basis from 01 March 2013 to January 2015 and paid a sum of Rs.2,772,806 which exceeded twice the salary entitled to the permanent post. Action had not been taken to recruit a permanent officer to the post of Director General even up to April 2015 and the Deputy Director General as well had been released on secondment basis.

### **Uneconomic Transactions**

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According to Section 8.3.5 (a) of the Public Enterprises Circular No. PED/12 of 02 June 2003, official motor vehicles of a "C" Grade Corporation should be allocated only to the Chairman, the Chief Executive Officer and the Executive Directors. Allocated motor vehicles had been provided to the Deputy Director and 5 Directors of the Commission falling under "C" Grade, contrary to those provisions and fuel allowances amounting to Rs.1,632,960 had been paid in that connection in the year under review.

- (b) The following matters were observed in respect of project expenditure.
- (i) A contract for Rs.5,948,450 had been entered into on 26 June 2014 on the basis of completing the Baseline Survey in 90 days, conducted in respect of the Technical and Vocational Education Training Division. Even though a sum of Rs.2,081,958 had been paid for this project in the year under review, it had not been completed and handed over even by 31 March 2015.
  - (ii) A contract for Rs.3,485,000 had been entered into on 08 August 2014 on the basis of completing the Survey on Industries Demand Gap of 04 industries in 90 days. Even though a sum of Rs.1,219,750 had been paid for that contract in the year under review, it had not been completed and handed over even by 31 March 2015. Action had not been taken in respect of the delay of 149 days to complete the contract due to handing over the contract without conducting a feasibility study.
- (c) Even though the revision and updating of the Vocational Education Training Plan should have been commenced in October and completed in December 2014, it had not been so done. Even though a newspaper advertisement had been published at a cost of Rs.107,100 for selecting an institution to prepare the plan, an institution had not been selected. As such, the expenditure and the sum of Rs.600,000 allocated had been idle.
- (d) Action had not been taken even by the end of the year under review to remove or to repair and make use of forty nine items of goods amounting to Rs.976,975 identified as unusable at the Survey on Fixed Assets in the year 2012.
- (e) Even though a sum of Rs.190,000 had been paid in the year 2013 for the preparation of a Training Plan and it should have been completed on 05 May 2014

05. **Accountability and Good Governance**

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5.1 **Budgetary Control**

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Significant variances were observed between the estimated income and expenditure of the Budget and the actual income and expenditure. As such, , the budget had not been made use of as an effective instrument of management control.

6. **Systems and Controls**

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

- (a) Accounting
- (b) Staff Management
- (c) Budgetary Control

W.P.C.Wickramaratne  
Acting Auditor General

2015.08.13

TVEC/E2/AUDIT QUERY

Auditor General  
Auditor General's Department  
Battaramulla.

**Responses and clarifications for report of the Auditor General  
on the Financial Statements of the Tertiary and Vocational Education  
Commission  
for the year ended 31 December 2014 in terms of Section 14(2) (c)  
of the Finance Act, No.38 of 1971**

Herewith I submit the responses and clarifications for audit report No. 3P/E/TVEC/FA/12 dated 22.05.2013 received on 27.05.2013 on above subject and I kindly request you to submit the final report considering the responses included herein.

**2. Financial Statement**

**2.2 Opinion on Financial Statement**

**2.2.1 Accounting Deficiencies**

- (a) The necessary action will be taken in future to include or tabulate the money value of the National Vocational Qualification (NVQ) certificates and National Competency Standards (NCS) (CD) into the account at the end of the year.

The measures will be taken to adjust the figures of 2014 total budget for the numbers of non printed National Vocational Qualification Certificates, stationery items, CDs of National Competency Standards associated in proportion to previous years and continue this process for every year in accounting the total budget.

- (b) The amount of Rs.493,000.00 has to be paid for Vocational Education Training (VET) Plan was mistakenly entered under the financial assistance expenditure and the action will be taken to include these details as a note in the annual report and to adjust in the 2015 account in proportion to previous years.
- (c) The gratuity was taken into the account for the staff those who were reported to work until 3<sup>rd</sup> of January in such a way included in the respective annual account as 01<sup>st</sup> and 2<sup>nd</sup> of January were Saturday and Sunday and therefore, the staff reported to work on 3<sup>rd</sup> of January was taken into the account. However, according to the instruction given by the auditor, the gratuity is being taken into the account of the particular year since following years and this process was not considered for the said year.

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

- (a) The actions are not being taken to deposit every installment fee of Rs 500.00 and Rs 2,000.00 in the respective loan accounts of two officers who were resigned from their posts and there is no any action taken to collect that amounts from the guarantors. Therefore, it is necessary to collect Rs 7,000.00 additionally by end of May 2015.
- (b) Acting appointment was made for the post of Director (Standards & Accreditation) and however, in order to make recruitment for a permanent cadre, news paper advertisements were being published several times and as a result of the modifications made in the Scheme of Recruitment, it was unable to appoint a permanent staff for that occupation.

A news paper advertisement was published in all three languages on 21. 11. 2014 for calling applications to make the recruitment for this position. At the same time, the date for the Presidential election was declared and due to that reason we were unable assign the date for the interview. Therefore, interview was suspended till the end of the Presidential election. However, the action was taken to obtain the approval from Secretary to the Ministry to conduct the interview in future.

Deputy Director General was released from the duty to the project according to the letter number 4-1/2/1/4-7 (i) dated 20.04.2014, sent by the Secretary to the Ministry (Annex II).

We could not be able to appoint an officer to the post of Deputy Director General until 23.03.2015 and I have identified the requirement for an officer to carry out the duties of Deputy Director General. As Deputy Director General attached permanently with TVEC has joined with Skill Sector Development Programme according to the direction made by the Secretary to the Ministry. Based on the existing context, I appointed Director (Planning & Research) as Acting Deputy Director General to carry out the duties performed by the Deputy Director General continuously.

## **4. Review of Operations**

### **4.1 Achievements**

(a) So far we have received seven (07) draft research reports out of eight (08) research studies. It was decided to release the balance money to respective research team, subject to the finalization of draft reports

(b) Standards & Accreditation Division

With the perspective of registration a vocational training institution and accreditation of training courses under TVEC, it is mandatory to such vocational training institution to meet the criteria determined by TVEC.

### **Criteria for Institutional Registration**

- Content and duration of training course/s
- Qualifications of Academic Staff
- Infrastructure Facilities (Class Room, Work Place, Laboratory)
- Training Materials, Machinery, Tools and Equipment
- Delivery of Training and Assessments
- Basic Facilities (Toilet, Drinking Water, Ventilation, Electricity, Safety, First Aid and Fire Protection)
- Management of the institutions and maintenance of records

### **Criteria for Course Accreditation**

- Courses conducted according to the NCS
- Course duration
- Delivery of training and continuous assessments and maintenance of records
- Machineries, Equipment Tools required according to the NCS
- Adequate space in the class room/s and workshop/s

If the training institution fulfills the above criteria, TVEC will register the training institution and accredit training course/s accordingly. Necessary advises & instructions provided for the shortcomings identified during the physical evaluation conducted at training institutions to enable them to obtain registration and accreditation.

(i) For accreditation, it was targeted to assess 400 courses in public sector institutions and 100 courses in private sector institutions. The annual target was achieved by assessing 616 (154%) courses in public sector institutions and 104 (104%) courses in private sector institutions.

Out of this target, 73% of courses conducted by the public sector institution and 67% of courses conducted by the private sector institutions courses had fulfilled the criteria for accreditation and have been accredited by TVEC.

(ii) For renewal of accreditation, it was targeted to assess 158 courses in public sector institutions and 53 courses in private sector institution. The annual target was achieved by assessing 183 (115%) courses in public sector institutions and 63 (63%) courses in private sector institutions were renewed for accreditation. The submission of the applications for the renewal of accreditation prior to the required period in the review year was the reason for the achievement of more than the number of accreditation renewals than the expected target.

### **(c) National Vocational Qualification Division**

(i) According to the revised budget of the Tertiary and Vocational Education Commission, Rs. 2.17 million was available under the promotional expenditure head. Accordingly the actual expenditure was Rs. 1.63 million. Consequently, the estimated balance was 0.003%. However, I agree that the expenditure was typed mistakenly as Rs. 1.300 million in the action plan of the year review.

(ii) The priority was given to the NVQ division of TVEC to carry out the audit inspections on competency based assessments conducted in the public and private sector training institutions and however the annual target was not achieved by this division as a result of activities related the payments for the assessors who engaged in the competency based assessments in public training institutes carried out on daily basis by this division and subsequently it caused the shortage of workforce to get involved in the auditing activities.

Hence, the internal audit division of TVEC has been involved in the auditing inspections related to the competency based assessments conducted in public and private sector training institutions and the expected target will be achieved by this process.

(d) The source information received from the Department of Census and Statistics to prepare the Labor Market Information bulletin. Accordingly, a request was made on 2014.07.04 to the Department of Census and Statistics in terms of gathering the data about the labor market survey related to the first and second quarter which are needed to generate the publication on Labor Market Information bulletin 2014 (June) and due to the delay of receiving such information reminders have been sent continuously through telephone and e- mail.

However, we could not receive the information in such a way required for us and with the consideration of the importance of the data which are needed to be included in the publication,

we have been waiting for the publication Department of Census and Statistics for the month of June. The Department of Census and Statistics has not released the information related to labor market survey relevant to the second quarter up to 2014.12.31.

(e) The money value of Rs. 400,000.00 was allocated in the annual plan for the development of human resources through the foreign and local training programme and we could not forecast the number of courses to be completed. Foreign training programme cannot be predicted by our organization.

It is informed that the staff has been sent for the foreign training through the requests received from Department of External Resources.

The expenditure made for the training programme was 392,000.00 out of the total allocation of 400,000.00. Here, 46 staff members were sent to follow/participate 62 training courses and it is unable to send for further courses as the allocation was almost spent.

## 4.2 Management Inefficiencies

### (a) Financial Assistance

- i. With the financial assistance awarded to the public sector institutions in 2014, following table shows the status of accreditation as at 2015.05.05.

#### Public Sector

No.	Name of the Institution	Course & NVQ Level
(i)	Light Engineering Training Centre, Hathapelana, Ahangama	Welder Level 3

The financial assistance awarded to public sector institutions in 2014 and consequently, the under mentioned courses were not accredited so far and following table shows the steps taken to accredit these courses.

#### Public Sector

No.	Name of the Institution	Course & NVQ Level	Steps taken to achieve the accreditations
1.	Carpentry Training School, Morayaya, Minipe	Wood Craftsman NVQ Level 4	The first accreditation assessment was conducted on 2014.09.30. 2 <sup>nd</sup> assessment will be conducted, subject to rectifying the shortcomings identified by TVEC.
2.	Technical Training School, Karagasthalawa, Katukithala	Wood Craftsman NVQ Level 3	The first accreditation assessment was conducted on 2014.09.16. The 2 <sup>nd</sup> assessment will be scheduled along with the request made by the institution after completing the shortcomings indicated in the assessment summary report
3.	Carpentry Technical Training School, Nayapamula, Baththegama	Wood Craftsman NVQ Level 4	The first accreditation assessment was conducted on 2014.12.12. The instructions were given in terms of conducting the courses in line with the NCS procedures
4.	Human and Economic Development Training Centre, Nakalagoda, Medagama, Bibile	Wood Craftsman NVQ Level 4	The first accreditation assessment was conducted on 2014.08.14.
5.	Luhu Engineering Training Centre, Nakalagoda, Medagama, Bibile	Welder NVQ Level 3	The first accreditation assessment was conducted on 2014.08.14. During our second assessment visit the institution was closed due to unavoidable circumstances.

The financial assistance awarded to private sector institutions in 2014 and the following table shows the status of accreditations of the vocational training institutes as at 2015.05.05.

**Private Sector**

No.	Name of the Institution	Course & NVQ Level
1.	Vivekananda Technology Training Institute, Main Street, Puthukudirupu, Batticaloa	Computer Graphic Designer NVQ Level 4
2.	Matara Training School Limited, Matara	Nurse Assistant NVQ Level 3
3.	SOS Vocational Training Centre, No. 09, Maduruketiya, Moneragala	Automobile Mechanic NVQ Level 3

The financial assistance awarded to private sector institutions in 2014 and consequently the under mentioned courses were not accredited so far and following table shows the steps taken to accredit the courses.

**Private Sector**

No.	Name of the Institution	Course & NVQ Level	Steps taken to achieve the accreditations
1.	International Hotel School, No. 48, Railway Road, Mt Lavonia	Cook NVQ Level 4	The first accreditation assessment was conducted on 2014.01.06
2.	St. Joseph's Technical Training Institute, No. 345, Power House Road, Trincomalee	Electrician NVQ Level 3	The first accreditation assessment was conducted on 2014.04.08
3.	Tec Vithanika, Kurunegala Road, Chilaw	Automobile Mechanic NVQ Level 3	The first accreditation assessment was conducted on 2014.04.09

The financial assistance awarded to the training institutions which conduct courses for the vulnerable youth without any terms and condition for accreditation. As per the agreement, if only needs, the institute can obtain specified accreditation level.

## (b) Project Expenditure

- i. It was required to obtain the approval from the Ministry for the prepared questionnaires to collect the basic data after two weeks from the date of signing the agreement. The approval from the Ministry was obtained on 2014.08.01 subsequent to all required modifications done. Due to this reason data collection process was delayed.

Data Collection activity was carried out by the staff members attached to Green Tec organization and Skill Development Officers.

Skill Development Officers are assigned to work at the Divisional Secretariat of each division. Due to delay in obtaining duty leave for officers and revisits of certain vocational training centres caused delay in data collection. There are in between 100 and 200 numbers of institutions situated in certain regions under divisional secretary's limits and incidence were occurred where skill development officers from another divisional secretariat division together with the skill development officer of the same divisional secretariat division attended in data collection activities. As such, time period for data collection has exceeded than the expected time period.

Accordingly, the revised draft report was handed over by the Green Tec Human Resources Development organization to TVEC and the institute has also agreed to submit the final report.

The following table shows the payments made to Green Tec Human Resources Development organization as per the agreement signed.

<b>Activity</b>	<b>Amount of Money (Rs.)</b>
Mobilization Fee	1,189,690.00
Submitting of Survey Tools	892,267.50
<b>Total</b>	<b>2,081,957.50</b>

- ii. It was required to obtain the approval from the Ministry for the prepared questionnaires to collect the basic data after two weeks from the date of signing the agreement. The questionnaire was developed without considering 04 major industrial sectors and therefore, the approval from the Ministry was received on 2014.11.20 after revising all the necessary matters by the project section of the Ministry.

However, the Green Tec Human Resources Development organization informed to cancel the questionnaire targeting to collect the data from private sector institutions. Due to the delay in collecting data and the difficulties faced, a request was made for alternative method.

Apart from that, due to various events specifically activities connected to the recent election and New Year holidays ~~and~~ data collection was further delayed. Nevertheless, We have taken actions to expedite the process with the direction of the Ministry, in order to complete the activity.

(b) Nine (09) months period was given according to the Terms of Reference (ToR) for reviewing and updating the Vocational Education and Training (VET) plan for Information and Communication Technology (ICT) Sector. As a result, it was decided to commence the development work on October 2014 and complete in 2015. However, more time spent on obtaining approval for publishing the newspaper advertisement in order to call applications to select consultants to develop such plan and therefore the commencement process was delayed. Apart from an incident occurred, necessary action will be taken in future to avoid the occurrence of the same.

Proposals have been received from three organizations in accordance with the newspaper advertisement. A committee was appointed by the Director General to evaluate these proposals. Infotech IDEAS (Pvt.) Ltd. had been selected according to the recommendation of the committee. Even though, the selection was forwarded to the tender board and still the approval could not be received as the tender board has not been appointed since January 2015. The tender board approval was obtained on 2015.05.08. According to that, action has been taken to complete the remaining tasks.

(c) The step was planned to remove the asset from the fixed asset register temporarily and the action will be taken to submit the updated version of fixed asset register to you.

#### **4.3 Staff Administration**

(a) The interviews were conducted to recruit the following positions namely library assistant and translator and no one has been appointed due to the inadequate qualifications of interviewees. TVEC has again called applications on 2015.03.23 for the above positions. We hope to conduct the interviews based on these applications.

In terms of the request made to the Department of Management Services to change the qualifications required for two (02) Director Positions, the approval was obtained for the request made on second time on 2014.10.10 to amend the required qualifications and vacancy announcement was published in the newspaper on 2014.11.21 to call applications according to the modified qualifications and thus interviews were organized too and as the date for the presidential election was declared, the interviews were postponed until the end of the election.

Accordingly, the action will be taken to make the recruitment within 02 weeks through obtaining approval from new Secretary to the Ministry after appointment of new Ministers.

The approval was obtained from the Department of Management Services to recruit the positions specifically 11 Assistant Directors, 05 Development Officers and a Management Assistant on 2014.08.25, 14 and 2014.07.10.

After changing the SORs for the above positions, the required qualifications were amended on 2014.10.10 and newspaper advertisement was published for the post of Assistant Director on 2014.11.21 and thus the interviews were organized too and as the date for the presidential election was declared, the interviews were postponed until the end of election.

After that, based on the approval received from the Secretary to the Ministry, the necessary action was taken to conduct the interviews on 2015.05.25, 26, 27 and 28.

The vacancy announcements for the posts of Development Officer and Management Assistant were published on the newspapers on 2015.03.23 and still we are receiving applications. It was planned to conduct the interviews based on these applications.

(b) The Director General was appointed by the Minister of Youth Affairs and Skill Development with effect from 2013.02.28 for two years since 2013.03.01.

Tertiary and Vocational Education Commission has taken necessary action to reimburse the money which was paid by the Open University of Sri Lanka based on the letter dated 2013.03.13 sent by Director General (Annex 04).

As a result, there was an occurrence of an incident to pay more salary and the allowance required to pay for the permanent position in order to comply with the salary paid by the University.

The request has been forwarded by Acting Director General on 2015.02.25 to the Additional Secretary, Ministry of Skill Development and Vocational Training with regarding to publish a newspaper advertisement in three languages to recruit a Director General permanently to fill the vacant position arised due to the departure of prior Director General from his position.

According to the order given by Secretary to the Ministry, Deputy Director General has been released to work on the project.

#### **4.4 Irregular transaction**

There was an executive committee meeting conducted on common affairs in connection with the provision of official vehicles to the Directors attached with TVEC regarding to 2011 account, the following decision was taken.

It was decided not to get the approval from the cabinet and it is necessary to obtain the approval from the Secretary, Ministry of public Administration.

The directors can have the official facilities for their private affairs with regarding to the letter No. 2/1/6/5/23 dated 2013.03.11 sent by the secretary, Ministry of Youth Affairs and skill Development and it will be effective once the cabinet decision released.

The committee meeting on the general affairs conducted by Secretary of Ministry of Skill Development and vocational Training on 2014.03.07 and it was decided to take necessary steps to obtain the approval from the secretary, Ministry of Public Administration as the line Ministry of the TVEC has been changed for couple of times.

## **5. Accounting status and Good Governance**

### **5.1 Administration of Budget**

The action will be taken to reduce the difference between the real income and budgetary income and real expenditure and budgetary expenditure.

## **6. System and Administration**

(a), (b)

In order to mitigate the shortcomings of system and administration, the quality certificate was awarded by Sri Lanka Standard Institution effect from April 2009 to establish the quality management system ISO 9001: 2000.

The procedure for the system administration was developed and the instruction was given to directors for the implementation.

In any occasion of identifying defects, the action will be taken to develop the system administration.

### **(c) Staff Management**

The approval for the SOR has been obtained now. Necessary measures will be taken for every recruitment process.



Malkanthi Jayawardena

Director General

Copy – Secretary - Ministry of Skill Development and Vocational Training

Auditing Officer - Auditor General's sub office, "Nipunatha Piyasa"

Internal Auditor – Tertiary and Vocational Education Commission