



வாரீசிகை வாரீகாவ
வருடாந்த அறிக்கை
ANNUAL REPORT

971. ශ්‍රී ජයවර්ධනපුර මාවත, වැලිකඩ, රාජගිරිය.

971, ஸ்ரீ ஜயவர்த்தனபுர மாவத்தை, வெலிக்கடை, இராஜகிரிய.

971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya

Forward

The National Apprentice and Industrial Training Authority (NAITA) has been established under part II of the Tertiary and Vocational Education Act No.20 of 1990 as the successor to the National Apprenticeship Board (NAB) incorporated under the National Apprenticeship Act No. 49 of 1971 and has established its identity for 40 years by expanding responsibilities and services and provides a huge service in the field of vocational training.

Further, by achieving our targets and objectives every year, youths are provided opportunities to get vocational education in a systematic manner through our knowledge and experience.

This annual report presents the performance of NAITA during the year 2011. Despite constraints and performing under a competitive environment, NAITA through its objectives has been able to cater to the needs of the society. Therefore, unquestionably it is noteworthy that when completing the tasks, commitment of the staff, support of the public and private sector were provided.

I take this opportunity to thank the Board of Management for its guidance, the support extended by the staff who worked hard and to the industry who supported the implementation of the program.

Dr. Tissa Jinasena

Chairman

National Apprentice and Industrial Training Authority

PREFACE

In the terms of clause 14 of the Financial Act of 38 of 1971, the Authorities required to submit an Annual Report.

This report contains three sections, the performance which includes the information of different training programs, training related developed program and other related activities, the summary of Annual Accounts and the Auditor general's Report.

The Annual Report 2011 has been prepared based on the information provided by 25 Managers of District Offices which perform under six clusters, the Heads of National Institutes. In this report, the information has been analyzed and summarized based on the key performances of Provincial Offices, Institutes and Sections/Units.

Planning and Development Division

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Abbreviations

AETI	-	Automobile Engineering Training Institute
ATI	-	Apprenticeship Training Institute
CBT	-	Competency Based Training
CELV	-	Certificate in English for Living Vocation
HOD	-	Head of Department
HNDC	-	Higher National Diploma in Commerce
HNDE	-	Higher National Diploma in Engineering
HNDIT	-	Higher National Diploma in Information Technology
IET	-	Institute of Engineering Technology
IT	-	Information Technology
NAB	-	National Apprenticeship Board
NAC	-	National Apprentice Certificate
NAITA	-	National Apprentice & Industrial Training Authority
NCS	-	National Competency Standards
NDES	-	National Diploma in Engineering Sciences
NDT	-	National Diploma in Technology
NITAC	-	National Industrial Training Advisory Committees
NTT	-	National Trade Test
NVQ	-	National Vocational Qualification
NYSC	-	National Youth Service Council
OJT	-	On-the-Job Training
RPL	-	Recognition of Prior Learning
SLCDL	-	Sri Lanka Computer Driving License
TVEC	-	Tertiary & Vocational Education Commission
VTA	-	Vocational Training Authority

OUR VISION

To become the most efficient training providing organization effectively contributing to achieve prosperity in Sri Lanka through Human Resource Development

MISSION

Providing Vocational & Technical training for the Youth, to acquire employable skills through well Formulated skills training programs with the Highest Professional Standards to meet the Skilled manpower requirements in the industry.

- High Quality of Training
- Highest Professional Standards
- Demand driven training

01. Corporate Information

Name : National Apprentice and Industrial Training Authority

Legal Form: The National Apprentice and Industrial Training Authority has been established incorporated under Part II of the Tertiary and Vocational Education Act No.20 of 1990 as the successor to the National Apprenticeship Board (NAB) incorporated under the National Apprenticeship Act.No.49 of 1971.

Official Addresses

Head Office	971, Sri Jayawardenapura Mw, Welikada, Rajagiriya.
Kandy District Office	108/2/B, Thiwankabodi Mw, Kandy.
Matale District Office	No.11, Temple Rd, Mandandawala, Matale.
Nuwara District Office	No. 14, Agriculture Mw, Hawa Eliya, Nuwara Eliya.
Ampara District Office	No. 06, G.S Milepost, Kalmunaikudi 13, Kalmunai.
Bataloa District Office	No.161/1, New Kalmunai Rd, Bataloa.
Trincomalee District Office	No. 57, Post office Rd, Trincomalee.
Jaffna District Office	No. 07, Kovil Rd, Jaffna.
Kilinochchi District Office	A-9 Rd, Anadapuram, Kilinochchi.
Mannar District Office	Main Street , Mannar.
Mullativu District Office	Mankulam Rd, Mulliyawalai, Mullativu.
Vavnia District Office	No. 274/1 Milepost, Pandanchi Puliyankulam, Mannar Rd,Vavnia.
Anuradhapura District Office	Airport Mw, Anuradhapura.

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Polonnaruwa District Office	A 06, Mahaweli House, New Town, Polonnaruwa.
Rathnapura District Office	No. 642, Vidyala Mw, New Town, Rathnapura.
Kegalle District Office	No. 440, Meepitiya, Kandy Rd, Kegalle.
Galle District Office	No. 393, Wakwella Rd, Julgaha Junction, Galle.
Hambanthota District Office	No. 34, Mihindu Mw, Tangalle.
Matara District Office	No. 27 A, Open University Rd, Nupe, Matara.
Kurunegala District Office	Negambo Rd, Malkaduwawa, Kurunagala.
Puttlam District Office	Madagama Rd, Molawatta, Madampe.
Colombo District Office	No.242, Havlock Rd, Colombo 05.
Gampaha District Office	No.56, Ananda Mw,Gampaha.
Kaluthara District Office	No. 326, Main Street, Galle Road, Kaluthara.
Badulla District Office	4/10 Malwaththa Rd, Badulupitiya ,Badulla.
Monaragala District Office	Court Complex, Monaragala.
Apprenticeship Training Institute	No.581, Galle Rd, Katubadda, Moratuwa.
Automobile Engineering Training Institute	No. 07, Dr. Danister De Silva Mw, Orugodawatta, Weligampitiya.
Institute of Engineering Technology	18 milepost, Temple Rd, Katunayaka.

02. Board of Management

Name	Designation
Dr.Tissa Jinasena	Chairman National Apprentice and Industrial Training Authority.
Mr. B.H.S.Suraweera	Director General(Acting), Tertiary and Vocational Education Commission, Elvtigala Mw, Colombo 05.
Mr.Jayantha Darmadasa	Chairman, Nawaloka Hospitals, Sri James Peiris Mw, Colombo 02.
Mr.Raja Hewabowila	Chairman, Silicone Coatings, 69, Buthgamuwa Rd, Rajagiriya.
Mr. Buddika Iddamalgoda	Attorney – at- low, “Chandana” Moonamal Place, Weera Mw, Pannipitya.
Dr. N.G.S Shantha	Senior Lecturer, Department of Physics, University of Sri Jayawardanapura, Negegoda.
Mr. Shan Weerasekara	Director (S-LON), Maharaja Group of Companies, No. 148, Vauxhall Street, Colombo -02.
Mr. H.S Gonsal	Managing Director Nivasie Developers (Pvt) Ltd, No 49/16, Galle Rd, Colombo 03
Mr. Keerthi Gunawardana	Managing Director (Lucky Yogurt) No 81/2, De Melwaththa Rd, Nawala

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Name	Designation
Mr. Ajantha Kumarasiri	Additional Director General , Department of External Resources, Ministry of Finance and Planning, Colombo 02.
Mrs. Keshala Jayawardana	Chairman, Regional Development Bank 12 Floor, Excess Tower No. 278, Union Place , Colombo 02.
Dr. Anura P. Jayasooriya	Senior Lecturer, Department of Basic Veterinary Science, Faculty of Veterinary Medicine, University of Peradeniya, Peradeniya.
Secretary of the Board	Ms.P.D.S Kariyawasam, Attorney – at -law, National Apprentice and Industrial Training Authority, 971, Welikada, Rajagiriya.
Auditors	Auditor General , Auditor General Department, Torrington Square, Colombo 07.
Bankers	People's Bank, Stanley Thilakarathna Mw, Nugegoda Bank of Ceylon, Super Grade Branch, Borella.

04. Objectives of the Authority

Objectives of the Authority as listed under clauses 37 (1) are;

- (a) Planning, organizing and providing of vocational training.
- (b) Specifying standards in relation to vocational training.
- (c) Conducting examinations and issuing of certificates and other awards in relation to vocational training.
- (d) Conducting National Trade Test.
- (e) Conducting research and development in vocational training.
- (f) Holding of competitions to promote the development of various skills.
- (g) Developing the training capacities of establishments and other institutions by providing vocational training.
- (h) To advise the Tertiary and Vocational Education Commissions with regard to vocational training.
- (i) To have links with institutions in Sri Lanka and abroad having similar objectives and to equate and or validate certificates, diplomas and degrees in allied subjects and courses.

05. Main Activities / Programs of NAITA

- (a) Provision of vocational training by the Industry Based Apprenticeship Training conducted jointly with public and private sector organizations and Dual Apprenticeship Training by 03 National Institutes and Apprenticeship Training Centers established around the country.
- (b) Provision of On-the-Job Training to trainees of other Vocational Training Organizations.
- (c) Provision of In-Plant Training to engineering undergraduates of the Universities of Moratuwa, Peradeniya, Ruhuna and to students following various diploma courses.
- (d) Conduct of National Trade Tests and certificates of National Vocational Qualification (N.V.Q) through assessments by Recognition of Prior Learning (R.P.L) for craftsmen who have acquired skills informally.
- (e) Training of Trainers of Vocational Training Institutes.
- (f) Conduct Career Guidance Programs for school children, school leavers and other target groups.

06. Mode of Training and Other Related Activities

6.1 Training provided by NAITA can be broadly categorized as follows:

- ✓ Enterprise Based Apprenticeship Training
- ✓ Institutional/Centre Based Apprenticeship Dual Training
- ✓ In-Plant Training
- ✓ On-the-Job Training

(For trainees of government and private sector training organizations)

Enterprise Based Apprenticeship Training

This represents the major part of training out of many conducted by NAITA. The trainees are attached to an enterprise through out his/ her training period to earn skills through learning by doing.

The trainee could obtain training under any one of the following:

- Craft level
- Situational level
- Village level
- National Apprentice Certificate (NAC)



Craft Apprenticeship Training

Craft Apprenticeship Training is conducted according to the training standards developed by Sector Specific Development Committees and validated by National Industrial Training Advisory Committees (NITACS).

Situational Apprenticeship Training

Apprentices are provided skills specific to the region and to the enterprise to which they are attached and also according to a training guide prepared by NAITA in consultation with trainer /employer.



Village Based Apprenticeship Training

Village Based Apprenticeship Training has been introduced with the aim of training persons at grass root level and with facilities available at village level. Training guides are prepared by NAITA in consultation with with trainer /employer.

National Apprenticeship Certificate (NAC)

National Apprenticeship Certificate aims at providing opportunities for trainees who are below the required level of education, to obtain a national level certificate.

Under this scheme enrolled trainees are given a two months basic training after a one week of counseling program.

After completing the basic training, trainees are provided a Craft Apprenticeship Training for 12 months. For those who had completed the training and pass the formal test will be awarded by NAC and NVQ level iii Certificates by the authority.

The relevant theoretical knowledge is delivered through Basic Training and Distance Education for Enterprise Based Craft Apprentices and National Apprenticeship Certificate holders.

Further, apprentices are given Basic Training at a relevant Training centre for a sufficient period of time to cover basic theory and related practical skills and also are provided with printed theory lessons / modules through postal mode to study the subject matter.

Answers for questions which are available at the end of each module are sent by the apprentices to the NAITA and returned to them after suitable corrections are made.

NAITA also organizes week-end classes periodically to solve the problems and difficulties connected with the printed lessons which trainees come across.

In addition, these trainees are provided English lessons to enhance their knowledge on utilization of English language.

✓ **Institutional /Centre Based Dual Apprenticeship Training**

Under this scheme, trainees are directly enrolled to a National level Training Institute or to a District/ Regional Apprenticeship Training Center for a specific period and afterwards they are sent to a private or public institute for On-the-job Training. Practical and theoretical knowledge is provided by the training institutes or training centers. In the reviewed year, NAITA operated 102 Apprenticeship Training Centers at regional level. In addition to 03 National Institutes, 102 Training Institutes around the country were operated. The duration of the courses varies from year 01- 04.

• In-Plant Training

As per clause 38 (C) of TVE Act No. 20 of 1990, NAITA offers In-Plant Training for undergraduates of the Engineering Degree courses at Moratuwa, Peradeniy and Ruhuna Universities and diploma courses conducted by universities and other tertiary level educational institutions.



• On-the-Job Training

NAITA conducts program of 06 months duration of On-the-Job Training (OJT) for students who complete the Institutional Training at other Vocational Training Institutes.



This program specially activated for persons who have followed Institutional Training in Technical colleges, Vocational Training Authority (VTA), National Youth Service Council (NYSC) and any accepted Government / Private Vocational Training sector organizations that need the services of NAITA, in following On-the-Job Training.

The final Trade Test is conducted by the NAITA Head Office for the apprentices those who complete the Craft Apprenticeship Training and the trainees under National Apprenticeship Certificate. However, with the establishment of cluster offices it is expected to dissolve responsibilities and due to that cluster offices in Colombo, Gampaha and Ratnapura Districts which belong to the third category of cluster, only conduct the final Trade Test. In addition, the Head Office conducts the National Vocational Qualification (NVQ) assessment and the National Trade Test (NTT). The relevant District Offices conduct the final Trade Test for Situational and Village Level Apprentices. The final Trade Test of National Institutes is conducted by the institute itself. Except of the National Institutes, all the certificates are issued only by the Head Office with the signatures of the Chairman of the Authority and Director/Principal or Registrar.

6.2 Other Main Activities

- **National Vocational Qualification (NVO) and National Trade Test (NTT)**

This program conducts Trade Tests and issue “Certificate of Proficiency” to those who possess relevant skills. Informally trained practicing craftsmen mostly use this scheme to obtain a recognized certificate to uplift their local and foreign employment opportunities.

At present, there are three levels of certificates namely Grade III, Grade II and Grade I which means semi – skilled, skilled and highly skilled levels respectively.

NTT’s are conducted in 53 trades/occupations inclusive of 10 operative (Machinery) trades and a “certificate of competency” in relation to operation of computers (Sri Lanka Computer Driving License -SLCDL) is issued.

The conduction of NTT is limited to trades for which National Competency Standards are not yet available. The NTT is currently being replaced by Recognition of Prior Learning (RPL) in the National Vocational Qualification (NVQ) system.

- **Development of National Competency Standards (NCS)**

NAITA is a mandated organization for developing National Competency Standards. The authority has been mandated by the Act to develop and validate National Competency Standards.

Preparation and validation of relevant National Competency Standards of trades recognized by the Tertiary and Vocational Education Commission are also conducted under this.

According to the priority trade occupations identified by Tertiary and Vocational Education Commission, National Apprentice and Industrial Training Authority develops, revises and validates National Competency Standards through Development Committees and National Industrial Training Advisory Committees (NITACs). NITAC comprises of trade/sector specific specialists and there are 28 committees identified by now and it represents approximately 16 members in each committee.

- **Training of Trainers**

These programs were implemented in 1992 with the sponsorship of the Swiss Contact Program in collaboration with Switzerland. The main aim of this program is to improve pedagogical skills of trainers in Public and Private Institutes. The lessons are conducted under different phases without making hindrance to the process of their working place.

- **Entrepreneurship Development**

These programs are focused on two categories, passed out and trainees in the system. Entrepreneurship Development programs are aimed to provide knowledge and skills on entrepreneurship to prepare trainees for self employment after completion of their training.

- **Carrier Guidance**

Carrier Guidance programs are conducted to increase awareness about Vocational Training and Job Market conditions specially among school leavers and school students.

- **Staff Development and Personality Development**

These programs focus on developing skills and competencies of the staff of NAITA. The programs are conducted under different phases without making hindrance to the process of their working place. From 2011 onwards every apprentice recruited to the system is provided a Positive Thinking and Personality Development Training.

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Table 01 : Summary of Training Performance 2011 – Cluster and District wise

Cluster	District	Number Recruited			Number Completed			Dropouts			Number in Training as at 2011/12/31		
		Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
1. Enterprise Based Apprenticeship Training in Provinces													
Cluster 1	Jaffna	701	599	1300	657	251	908	146	130	276	810	586	1396
	Kilinochchi	482	643	1125	178	69	247	96	131	227	515	638	1153
	Mulathiv	211	158	369	25	7	32	11	9	20	171	174	345
	Vauniya	204	293	97	309	344	653	43	59	102	255	339	594
	Mannar	319	355	674	230	707	937	61	70	131	326	348	674
Cluster 2	Anuradhapura	356	702	1058	419	451	870	71	139	210	257	481	738
	Polonnaruwa	535	154	689	114	181	295	105	35	140	536	156	692
	Trincomalee	733	721	1454	608	426	1034	108	120	228	351	345	696
	Puttlam	184	290	474	100	126	226	37	58	95	277	240	517
Cluster 3	Colombo	1470	890	2360	2827	793	3620	507	314	821	2409	555	2964
	Gampaha	946	267	1213	825	193	1018	182	53	235	1226	291	1517
	Rathnapura	331	287	618	328	159	487	66	62	128	342	410	752
Cluster 4	Kurunagala	448	803	1251	251	288	539	172	199	371	592	703	1295
	Kegalle	406	403	809	64	125	189	72	98	170	577	487	1064
	Kandy	509	747	1256	538	631	1169	102	145	247	533	550	1083
	Matale	354	403	757	134	167	301	61	68	129	483	511	994
	Nuwara Eliya	223	562	785	487	348	835	45	109	154	175	533	708
Cluster 5	Bataloa	448	316	764	283	131	414	229	98	327	405	224	629
	Ampara	584	596	1180	470	601	1071	117	126	243	575	390	965
	Badulla	293	742	1035	451	545	996	59	136	195	228	659	887
	Monaragala	235	295	530	184	199	383	47	63	110	374	470	844
Cluster 6	Kaluthara	337	195	532	158	43	201	62	38	100	559	267	826
	Galle	625	537	1162	332	634	966	120	69	189	813	535	1348
	Matara	410	830	1240	336	800	1136	82	163	245	447	666	1113
	Hambanthota	384	835	1219	278	556	834	39	79	118	444	691	1135
	Sub Total	11728	12623	24351	10586	8775	19361	2640	2571	5211	13680	11249	24929
2. Institutional/Centre Based Dual Training													
National Institutes	Institute of Engineering Technology	357	80	437	375	77	452	39	14	53	1079	310	1389
	Automobile Engineering Training Institute	373	46	419	224	38	262	86	6	92	720	45	765
	Apprenticeship Training Institute	402	58	460	690	94	784	31	4	35	426	19	445
	Sub Total	1132	184	1316	1289	209	1498	156	24	180	2225	374	2599
3.Inplant Training													
Engineering Undergraduates & Diploma Students (In plant Training)		3518	1408	4926	2565	1071	3636	-	-	-	1318	419	1737
4.Part time courses		461	1425	1886	200	1342	1542	-	-	-	261	83	344
Total		16839	15640	32479	14640	11397	26037	2796	2595	5391	17484	12125	29609

Introduction of a new training system in place of the traditional training methods is a noticeable improvement in the year of review. Establishment of Computer Labs, implementations of Personality Development Programs, Residential Training Programs are few of new activities conducted by the authority. These programs were implemented in the middle of the year and as a result it had been possible to attract trainees towards the courses and minimize the percentage of drop outs of the training courses.

In the year 2011, NAITA managed to recruit 32479 apprentices in different mode of training. This number is a significant improvement compared to the previous year. In 2010 this number was 27916. This is 16% improvement compared to year 2010.

By the end of the year, number of apprentices who have completed training reported 26036. This is a significant improvement in comparison with the last year's figures. The number of trainees remained in training by the end of the year 2011 is 29609. This is also a significant improvement compared to the previous year (Table 01 and 02).

In the year of review, the highest number of recruitment for Apprenticeship Training (including Training Centers) recorded in Colombo District (2360). The lowest (369) recorded in Mullativu District. Further analysis of the results revealed that Trincomalee District and Jaffna District stands in second and third places with 1454 and 1300 recruitments respectively.

According to the overall figure, Colombo District recorded the highest number (2964) of trainees remained in training by the end of the year and the lowest (345) recorded in Mullativu District (Table 1).

Under Dual Apprenticeship scheme 1316 apprentices were recruited for three National Institutes and maintained 2599 in training capacity as at year end

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Table 02 : Summary of Training Performance -2010- (District Level)

Districts/ Institutes	Number Recruited			Number Completed			Number in Training as at 2011/12/31		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Kandy	575	739	1314	455	489	944	664	579	1243
Matale	417	456	873	298	416	714	324	343	667
Nuwara Eliya	282	399	681	73	119	192	484	428	912
Bataloa	500	169	669	465	344	809	469	137	606
Ampara	636	841	1477	319	657	976	578	521	1099
Trincomalee	248	469	717	447	610	1057	334	170	504
Jaffna	711	364	1075	518	400	918	912	368	1280
Mannar	114	562	676	192	263	455	298	770	1068
Vavniya	299	587	886	365	503	868	403	449	852
Mullattivu	58	106	164	-	-	-	58	106	164
Killinochchi	270	190	460	-	-	-	307	195	502
Anuradapura	418	691	1109	194	568	762	391	369	760
Polonnaruwa	201	295	496	71	267	338	220	218	438
Kurunegala	585	876	1461	241	742	983	567	387	954
Puttalama	221	308	529	49	225	274	230	134	364
Rathnapura	363	358	721	171	297	468	405	344	749
Kegalle	360	353	713	238	162	400	307	307	614
Galle	643	995	1638	514	1058	1572	659	682	1341
Matara	469	921	1390	350	1071	1421	455	799	1254
Hambanthota	361	644	1005	372	793	1165	377	491	868
Badulla	308	671	979	442	868	1310	445	598	1043
Monaragala	229	459	688	87	196	283	370	437	807
Colombo	1760	579	2339	1632	384	2016	4273	772	5045
Gampaha	1144	285	1429	596	215	811	1287	270	1557
Kaluthara	353	130	483	162	78	240	442	153	595
Sub Total	11525	12447	23972	8251	10725	18976	15259	10027	25286
2. Institutional Based Dual Training									
Apprenticeship Training Institute	358	51	409	171	28	199	745	59	804
Automobile Engineering Training Institute	289	42	331	224	46	270	657	43	700
Institute of Engineering Technology	228	61	289	448	91	539	1136	321	1457
Sub Total	875	154	1029	843	165	1008	2538	423	2961
3. Inplant Training									
Engineering Undergraduates & Diploma Students (In plant Training)	1992	923	2915	3293	1434	4727	365	82	447
Total	14392	13524	27916	12387	12324	24711	18132	10426	28558

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Table 03 : Summary of Training Performance 2011- Cluster level (Excluding Training Centers)

Cluster	Districts	Number Recruited			Number Completed			Number in Training as at 2011/12/31		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Cluster 1	Jaffna	621	482	1103	370	110	480	710	437	1147
	Kilinochchi	318	369	687	82	37	119	301	352	653
	Mulativu	202	141	343	15	3	18	154	140	294
	Vavnia	194	233	427	140	188	328	239	256	495
	Mannar	311	327	638	112	362	474	318	320	638
Cluster 2	Anuradhapura	346	572	918	158	281	439	247	351	598
	Polonnaruwa	112	54	166	77	59	136	111	40	151
	Trincomalee	613	496	1109	336	191	527	265	220	485
	Puttalam	143	165	308	46	68	114	189	128	317
Cluster 3	Colombo	1054	251	1305	2283	153	2436	1597	288	1885
	Gampaha	896	218	1114	664	38	702	1177	242	1419
	Ratnapura	233	84	317	240	42	282	210	79	289
Cluster 4	Kurunagala	281	483	764	92	182	274	414	358	772
	Kegalle	377	349	726	33	60	93	549	437	986
	Kandy	231	436	667	186	412	598	204	268	472
	Matale	212	234	446	64	88	152	193	177	370
	Nuwara Eliya	73	195	268	133	253	386	69	206	275
Cluster 5	Batticaloa	448	316	764	283	131	414	405	224	629
	Ampara	536	507	1043	242	292	534	530	312	842
	Badulla	197	625	822	108	414	522	188	567	755
	Monaragala	171	156	327	96	95	191	272	280	552
Cluster 6	Kaluthara	265	103	368	115	12	127	465	136	601
	Galle	342	346	688	165	319	484	426	314	740
	Matara	280	486	766	123	507	630	336	383	719
	Hambanthota	265	711	976	75	405	480	289	612	901
	Sub Total	8721	8339	17060	6238	4702	10940	9858	7127	16985

According to the Table 3, the highest number of recruitments under Enterprise Based Apprenticeship Training (Excluding Training Centers) recorded in Colombo District (1305) and the lowest recorded in Polonnaruwa District (166).

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Table 04 : Summary of Training Performance 2011- Cluster Level (Training Centers of District Offices)

Clusters	Districts	Number Recruited			Number Completed			Number in Training as at 2011/12/31		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Cluster 1	Jaffna	80	117	197	287	141	428	100	149	249
	Killinochchi	164	274	438	96	32	128	214	286	500
	Mulativu	9	17	26	10	4	14	17	34	51
	Vavnia	10	60	70	169	156	325	16	83	99
	Mannar	8	28	36	118	344	462	8	28	36
Cluster 2	Anuradhapura	10	130	140	261	170	431	10	130	140
	Polonnaruwa	423	100	523	37	122	159	425	116	541
	Trincomalee	120	225	345	272	235	507	86	125	211
	Puttalam	41	125	166	54	58	112	88	112	200
Cluster 3	Colombo	416	639	1055	544	640	1184	812	267	1079
	Gampaha	50	49	99	161	155	316	49	49	98
	Rathnapura	98	203	301	87	117	204	132	331	463
Cluster 4	Kurunagala	167	320	487	159	106	265	178	345	523
	Kegalle	29	54	83	31	65	96	28	50	78
	Kandy	278	311	589	352	219	571	329	282	611
	Matale	142	169	311	70	79	149	290	334	624
	Nuwara Eliya	150	367	517	354	95	449	106	327	433
Cluster 5	Ampara	48	89	137	228	309	537	45	78	123
	Badulla	96	117	213	343	131	474	40	92	132
	Monaragala	64	139	203	88	104	192	102	190	292
	Kaluthara	72	92	164	44	31	75	94	131	225
Cluster 6	Galle	283	191	474	167	315	482	387	221	608
	Matara	130	344	474	213	293	506	111	283	394
	Hambanthota	119	124	243	203	151	354	155	79	234
	Sub Total	3007	4284	7291	4348	4072	8420	3822	4122	7944

In addition, 7291 trainees were recruited to Regional Training Centers and District Training Centers and 7944 maintained in training capacity during the year. The main reason for this significant improvement had been the implementation of Basic Training Centers under National Apprenticeship Certificate (NAC).

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The highest percentage of recruitment of Apprentices was recorded in Enterprise Based Apprenticeship level. It is 52% (17,060) of the total figure and 7301 of it was recruitments under Situational Apprenticeship level. Even though 6444 recruitments under Craft Apprenticeship level were recorded, it is a downward situation when compared with the Year 2010. But, by the end of the year number of trainees engaged in training was 8038. This figure records the highest number of trainees engaged in training under different modes of training in the year. (Table 5)

Table 05 : Summary of Training Performance under Different Classifications -2011

Type of Training	Level of Training	Number Recruited			Number Completed			Number in Training as at 2011/12/31		
		Male	Female	Total	Male	Female	Total	Male	Female	Total
Enterprise Based Apprenticeship Training	Craft Level	4,197	2,247	6,444	2,962	1,682	4,644	5,871	2,167	8,038
	Situational Level	3,266	4,035	7,301	2,576	2,309	4,885	2,909	3,168	6,077
	Village Level	1,081	1,838	2,919	532	638	1,170	1,003	1,666	2,669
	On- the- job Training	177	219	396	167	75	242	75	126	201
Part-time courses		461	1,425	1,886	200	1,342	1,542	261	83	344
Center Based Training	District Training Centers	3,007	4,284	7,291	4,348	4,072	8,420	3,822	4,122	7,944
National Institutes	National Diploma	357	80	437	407	177	584	1,079	310	1,389
	Craft(Special)	710	22	732	808	3	811	1,109	3	1,112
	Craft (IT)	65	82	147	74	29	103	37	61	98
In- Plant Training	Undergraduates and Diploma Students	3,518	1,408	4,926	2,565	1,071	3,636	1,318	419	1,737
Total		16,839	15,640	32,479	14,640	11,397	26,037	17,484	12,125	29,609

**Table 06-08 Performance Different Categories of Training
(District wise)**

Cluster	Cluster 1					Cluster 2				Cluster 3			Cluster 4				Cluster 5				Cluster 6			Total		
District	Jaffna	Killinochchi	Mulati	Vauniya	Mannar	Anuradhapura	Pollonnaruwa	Trincomalee	Puttalam	Kurunagala	Kegalla	Kandy	Mathale	Nuwara-eliya	Colombo	Gampaha	Rathnapura	Baticaloa	Ampara	Badulla	Monaragala	Kalutara	Galle	Matara	Hambantota	
Table 06: Enterprise Based Apprenticeship - Craft Level																										
Number Contract Registered	M	250	49	56	117	74	239	70	145	106	221	178	121	118	22	464	501	158	46	93	95	169	212	308	207	178
	F	265	20	8	82	111	119	31	96	82	85	161	128	94	12	66	44	35			137	60	35	110	191	275
No. Dropouts	M	56		1	32	3	69	1	14	7	69	125	32	10	5	87	59	8	51	26	3	30	43	160	65	50
	F	68			35	6	27	11	4	4	17	39	36	1		26	7	2	1	1	3	20	14	47	51	19
Number Completed	M	40			6	1			34	19	32	29	30			282	52		2	27		27	39	91	86	9
	F	43				1			53	8	12	2	31	1		23	2		1	4	17	34	1	15	142	88
Total in Training as at 31.12.2011	M	402	49	60	165	104	170	75	99	162	337	328	113	109	19	1079	651	151	60	141	92	269	366	401	263	206
	F	280	20	8	115	104	92	20	39	90	85	205	108	92	12	65	40	33		2	117	171	37	120	131	181
Table 07: Enterprise Based Apprenticeship - Situational Level																										
Number Contract Registered	M	1			9	22	58	41	433	34	60	194	84	84	51	590	392	75	393	443	73	2	49	31	70	77
	F	1			11	81	429	23	366	6	398	182	300	137	183	185	174	48	126	507	101	30	68	64	189	426
No. Dropouts	M					8	8		26	9	44	46	12	4	1		63	2	194	96	5	2	4	12	4	10
	F						46		19		113	52	49	15	4		11	3	32	72	15	11	1	11	25	48
Number Completed	M					15	1	6	262	5	22	4	27	7	1	10		14	252	255			1	8	33	7
	F						135	3	176		159	25	157	40	11	83		84	472	11			15	159	21	1552
Total in Training as at 31.12.2011	M	1			9		49	35	145	26	77	215	81	74	50	518	523	59	338	389	68	3	85	23	68	73
	F	1			11	81	248	20	171	6	273	222	153	82	182	223	202	45	97	310	75	25	99	55	166	421
Table 08: Enterprise Based Apprenticeship - Village Level																										
Number Contract Registered	M	316	217	146	62	215	31	1	35	3							3		4		29		4	2	3	10
	F	151	259	133	126	135	2		34	77			8					173		387	66		172	105	10	1838
No. Dropouts	M	27		3	1	1	7									111		2	1	1						154
	F	15			2			6	2	2		1				36		75	8	13	2		61	13	234	
Number Completed	M	285		71				15	3									6					1	3		384
	F	82		1				18	58									25	15				124	143	466	
Total in Training as at 31.12.2011	M	303	217	94	61	214	24	1	21	1							3		5		28		14	2	5	10
	F	147	259	132	124	135	2		10	32		2	7		12			110		375	84		139	86	10	1666

**Table 09-10 Performane Different Categoriess Of Training
(District Wise)**

Cluster	Cluster 1				Cluster 2				Cluster 3			Cluster 4				Cluster 5				Cluster 6				Total			
District	Jaffna		Mulatiu	Vauniya	Mannar	Anuradhapura	Pollonnaruwa	Trincomalee	Puttalam	Kurunagala	Kegalla	Kandy	Mathale	Nuwara-eliya	Colombo	Gampaha	Rathnapura	Baticaloa	Ampara	Badulla	Monaragala	Kalutara	Galle	Matara	Hambantota		
	M	54	52		6	18					5	26	10					5					1				
	F	65	90		14	22					6		3				1	17					1				
	M	5	14			1												3					1				
	F	10	16																								
	F	10	16																								
	M	45	7		2	13					16																
	F	47	1		8	13																					
	M	4	35		4	4					6	10	10					2									
	F	9	73		6	9					8		3				1	17									
Table 10 : District Training Centers																											
	M	80	164	9	10	8	10	423	120	41	167	29	278	142	150	416	50	98	0	48	96	64	72	283	130	119	3007
	F	117	274	17	60	28	130	100	225	125	320	54	311	169	367	639	49	203	0	89	117	139	92	191	344	124	4284
	M	4	0	10	0	0	0	3	12	16	33	1	46	17	20	84	1	4		5	4	0	1	19	27	9	316
	F	6	10	44	0	0	0	7	2	7	39	4	48	4	0	56	0	0		8	0	3	4	32	50	11	335
	M	104	0	3	1	0	0	33	22	27	94	0	76	84	31	47	0	61		7	52	0	0	15	83	107	847
	F	0	0	34	16	0	0	6	98	27	92	0	66	50	66	134	0	146		44	25	0	0	23	156	40	1023
	M	100	214	17	16	8	10	425	86	88	178	28	329	290	106	812	49	132	0	45	40	102	94	387	111	155	3822
	F	149	286	34	83	28	130	116	125	112	345	50	282	334	327	267	49	331	0	78	92	190	131	221	283	79	4122

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Table:11 Performance of National Institutes in Year 2011

Institution	Trade		Duration (years)	Number Recruited			Number Completed			2011.12.31 Number in Training		
				Male	Female	Total	Male	Fem ale	Total	Male	Fem ale	Total
Automobile Engineering Training Institute-Orugodawatta -AETI	Automobile Mechanic (Special)		3	126	-	126	80	-	80	321	-	321
	Automobile Electrician(Special)		3	59	-	59	17	-	17	148	-	148
	Machinist (Special)		3	34	-	34	15	-	15	56	-	56
	Automobile Painter(Special)		1 1/2	58	-	58	40	-	40	73	-	73
	Automobile Tinker/ Welder(Special)		1 1/2	46	-	46	36	-	36	66	-	66
	Automobile Air Conditioning		2	33	-	33	28	-	28	41	-	41
	Computer Application Assistant		1	17	46	63	58	38	96	15	45	60
	Sub Total			373	46	419	224	38	262	720	45	765
Apprenticeship Training Institute-(ATI)-Moratuwa	Ref & Air condition Mechanic		2	27	-	27	25	-	25	-	-	-
	Electrician		3	72	-	72	53	-	53	141	-	141
	Electronic Craftsman		3	56	-	56	34	-	34	104	-	104
	Fitter		3	22	-	22		-		11	-	11
	Welder		3	27	-	27	19	-	19	52	-	52
	Machinist		3	24	-	24	32	-	32	42	-	42
	Carpenter		2	51	-	51	28	-	28	46	-	46
	Construction Supervisor		1 1/2	24	8	32	13	-	13	-	-	-
	Plumber		2	27	-	27	16	-	16	-	-	-
	Book Binder		1	8	4	12	6	-	6	4	3	7
	Computer Application Assistant		1	10	26	36	-	-	-	5	14	19
	Graphic Designer		1	14	15	29	16	11	27	-	-	-
	Offset Machine Operator		1	16	-	16	7	1	8	4	-	4
	3D Animation		1 1/2	24	5	29	14	-	14	17	2	19
Sub Total			402	58	460	690	94	784	426	19	445	
Institute of Engineering Technology-(IET)-Katunayaka	Civil	Building and Structure	4	73	32	105	68	31	99	259	113	372
		Water Environment	4	4	25	29	5	12	17	31	80	111
		Highway and Railway	4	32	2	34	21	3	24	94	16	110
	Electrical	Electrical Power	4	49	6	55	49	7	56	158	39	197
		telecommunication	4	20	10	30	22	6	28	92	29	121
		Electronics	4	25	5	30	22	8	30	74	27	101
	Mechanical	Automotive	4	38	-	38	21	-	21	44	-	44
		General	4	76	-	76	54	-	54	243	6	249
	Marine	Marine	4	40	-	40	18	-	18	84	-	84
	Sub Total			357	80	437	375	77	452	1079	310	1389
Total				1132	184	1316	1289	209	1498	2225	374	2599

Table 11 depicts the performance of the three institutes. Accordingly, 1316 apprentices were recruited in the year 2011. This is 22% improvement compared to the year 2010. It is noteworthy that 86% out of the total is males. In the year 2011, 1498 apprentices completed the training and 2599 remained in training at the end of the year.

Performance of In-Plant Training

In the year, 4926 undergraduates and diploma students were trained in different institutes. This is a significant development when compared with the year 2010, and it is 69%. It was reported that 3636 trainees completed training and 1737 trainees remained in training.



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Table:12 In-plant Training (SIT)-2011

Category		No. Recruited			No. Completed			No. In-Training end of		
		M	F	T	M	F	T	M	F	T
Engineering Undergraduate	Peradeniya	600	56	656				600	56	656
	Moratuwa	523	175	698	583	215	798			
	Ruhuna	364	93	457	343	80	423			
	Kelaniya	10	30	40	10	30	40			
Open University		82	22	104	39	12	51	19	4	23
Quantity Surveying	Phase I	50	39	89	50	39	89			
	Phase II	50	39	89				50	39	89
NDT Engineering - Mortuwa	Phase I	240	57	297	240	57	297			
	Phase II	248	57	305	249	47	296	248	57	305
HNDDT Agriculture - Naiwala	Phase I	16	14	30	15	14	29			
	Phase II	14	13	27				1		1
	Phase III	14	12	26	20	4	24	14	13	27
HNDDT Agriculture - Labuduwa	Phase I	11		11	11		11			
	Phase II	11	1	12						
	Phase III	11	1	12	3	1	4	11	1	12
HNDDT Agriculture - Hardy	Phase I	28	7	35	27	7	34			
	Phase II	28	6	34				1		1
	Phase III	26	6	32	4	1	5	27	5	32
HNDE - Mattakkuliya	Phase I	295	86	381	448	133	581			
ATI - Dehiwala	HNDDM	35	30	65	2		2			
	HNDA	12	10	22	2	2	4			
	HNDBS	1	10	11						
	HNDBF	4	5	9						
ATI - Kandy	HNDDM	9	28	37		1	1	41	41	82
	HNDA							15	15	30
	HNDBS		6	6		1	1	12	12	24
	HNDDIT	21	11	32				31	30	61
ATI - Badulla	HNDDM	1	8	9				7	7	14
	HNDA	3	2	5				8	8	16
	HNDDIT	6	1	7				9	9	18
ATI - Labuduwa	HNDDM	9	19	28	7	19	26			
	HNDA	4	2	6	4	2	6			
	HNDDIT	19	12	31	2	10	12			
ATI - Kurunegala	HNDDM	6	25	31						
	HNDA	21	15	36	2	2	4			
	HNDDIT	14	8	22		2	2			
ATI - Kegalla	HNDA		7	7		7	7			
	HNDDIT	3	1	4						
ATI - Jaffna	HNDDM	10	39	49	10	39	49			
	HNDA	16	42	58	16	42	58			
	HNDDIT	8	15	23	8	15	23			
	HNDBS	3	16	19	3	16	19			
ATI - Trinco	HNDA	32	19	51	32	19	51			
	HNDDIT	4	7	11	4	7	11			
ATI - Anuradhapura	HNDA	2	9	11	2	9	11			
ATI - Ampara	HNDDIT	1	10	11						
ATI - Naiwala	HNDDIT	15	15	30	15	15	30			
NCICT - Rathmalana		57	9	66	40	12	52	20	3	23
NCICT - Kandy		58	30	88	28	16	44	29	15	44
NDA Agriculture - Dambulla	Phase I		6	6	9	9	18	9	9	18
	Phase II	18	18	36						
NDA Agriculture - Kuliyapitiya	Phase I				6	5	11	6	5	11
	Phase II	12	10	22						
College of Technology -		23	13	36	36	16	52			
Facilities Management	Phase I	27	27	54	27	27	54			
	Phase II	27	27	54				27	27	54
IT - Graduate	Wayamba	28	16	44						
	Moratuwa	120	80	200	60	40	100			
COT - Maradana	Production	11	0	11	11	0	11	60	40	100
	ICT	21	14	35	23	17	40			
COT - Kandy	Food Technology	7	4	11	7	4	11			
	Production	7		7	7		7			
	ICT	10	6	16	10	6	16			
	Automobile	13		13	13		13			
COT - Rathnepura	ICT	27	17	44	25	15	40			
COT - Badulla	Production	6	3	9	6	3	9			
	ICT	15	6	21	14	6	20			
COT - Anuradhapura	Farm Machine	8	1	9	6	1	7			
	Ref. & Air Cond.	16		16	15		15			
	Construction	6	6	12	6	6	12			
	Auto Mobile	16		16	16		16			
COT - Ampara	Construction	19	5	24	19	5	24			
	ICT	11		11	11		11			
	2nd Year	34	10	44				34	10	44
SLIIT (Malabe)	3rd year	41	14	55				39	13	52
Total		3518	1408	4926	2560	1044	3604	1318	419	1737

Table 13: Examination, Evaluation and Certification -2011

Institution	Type of Training	Number Evaluated	Number Passed in the Final Examination	Number Certificated
Authority	Craft Level	3518	3017	3381
	Situational Level	2676	1957	5613***
	Village Level	1065	758	1713
	Apprenticeship Training Center	321	263	263
	Automobile Engineering Training	358	291	291
	Institute of Engineering Technology	1334	359	347
	Sub Total	9272	6645	11608
External Institutions	Undergraduates and Diploma Students	1175	1175	
	National Diploma In Technology	607	578	106
	Other Diploma Students	1175	1139	45*
	Other Certificates	3431	3431	3431**
	Sub Total	6388	6323	3582
Total		15660	12968	15190

* Only the students of National Diploma in Information & Communication Technology.

** Includes students of CELV, On-the-Job Training and Information Technology.

*** Includes previous year's Situational Training students who have completed the final test.

In review you, 15660 applicants have registered and 12968 had passed from the final examination. Certifications have been awarded for 15190 students.

Table 14 : National Vocational Qualification (NVQ) - 2011

Category	Number of Applications Received	Number of Pre Assessments	Number of Final Assessments	Number Passed	Number Certificated
Recognition of Prior Learning (RPL)	3116	3717	2301	1233	1981
CBT (Training Centers)	1093	844	677	142	1861
National Vocational Qualification (Apprenticeship Training)	94	110	47	29	-
Total	4303	4671	3025	1404	3842

In this year, 4303 applicants have registered for National Vocational Qualification and 3025 have sat for the final test. Certificates have been awarded for 3842 persons who have obtained National Vocational Qualification Training. This is 17% improvement compared to last year. And 1982 out of this have been issued under RPL (Table 14).

Table 15: National Trade Testing -2011

Trade	Number Summoned	Number Tested	Number Passed	Number Certificated
Paramedical Trades	37	27	27	5630
Heavy Machinery Operative trades	3302	3200	3159	
TV & Radio Electronic Equipment Repairer	4	4	4	
Electrical Trade	39	35	35	
Electrical Wireman	241	185	171	
Ref. & Air Cond. Mechanic	63	58	54	
Plumber	336	236	227	
Mason	17	15	13	
Carpenter	28	26	22	
Painter (Building)	1	1	1	
Machine Operator	16	16	14	
Turner	25	24	23	
Fitter	2	2	2	
Welder	68	62	57	
Electric Arc Welder/Fabricator	9	9	8	
Automobile Mechanic	76	74	67	
Diesel Engine Mechanic	7	7	6	
Automobile Electrician	3	3	3	
Cook	26	23	19	
Waiter	76	69	67	
Sri Lanka Computer Driving License Certificate	2415	2193	2103	
Computer Hardware Technician	72	69	61	
Stenographer	83	75	73	
Armature Winder	2	2	2	
Automobile Painter	2	2	2	
Room Boy/Room Maid	1	1	1	
Sri Lanka Computer Driving License / Information Technologist	103	103	99	
Total	7054	6521	6320	5630

Table 15 depicts the progress of National Trade Tests. In the year 2011, Trade Tests have been conducted for 6521 apprentices and 6320 (97%) out of the total have passed and certificates have been awarded for 5630 trainees. This is quite a considerable improvement compared to previous year.

Table : 16 : Curriculum Development- 2011

Activities	Quantity
National Competency Standard Test	14
Preparation of Evaluation Resources	25
Lessons (CBT)	20
Training Standards	1
Test Paper	1

During the year 2011, 14 National Competency Standards were validated. In addition, based on the NCS, 25 evaluation resources have been developed and 20 modules have been developed and validated. The training standards and a test paper were also prepared (Table 16).

Table : 17: Distance Education Programs - 2011

	District Offices															Head Office	Total
	Gampaha	Colombo	Kaluthara	Galle	Matale	Kegalle	Anuradhapura	Polonnaruwa	Kurunagala	Puttalam	Badulla	Monaragala	Batticaloa	Ampara	Kilinochchi		
No of Modules Issued	200	1000	867	712	823	593	225	145	587	446	345	400	294	294	180	5201	12312

In this year, 12312 lessons were distributed to district offices (Table 17). In addition, through the Memorandum of Understanding signed between Authority and the Mobitel (Pvt) Ltd., Distance Education was provided onla.

Table : 18: Lesson Preparation Activities -2011

Activities	No. of Lessons
Lesson Writing	7
Lessons Translated	6

Seven lesson writing and six translations have been completed (Table 18).

Table 19: Career Guidance and Counseling

No	Career Guidance Centers	No. registered	No of Applicants sent for training	No. Obtained Information	No.of conducted exhibitions	No of programmes	Number Participated
1	Head Office	1333	1333	3345	3	67	9381
2	Matara	449	449	117	2	22	903
3	Badulla	328	293	755	1	57	3735
4	Kurunagala	463	460	2841	1	31	2492
5	Institute of Engineering Technology	323	318	3990	2	23	3849
6	Ratnapura	526	504	575	3	17	674
7	Jaffna					13	827
8	Vavnia	20	17			33	1914
9	Mannar	92	92	40		11	612
10	Puttalam	465	324	445	2	25	1198
11	Galle	530	422	336	2	19	2033
12	Hambanthota	650	650	1475	4	20	876
13	Monaragala	141	141	381		26	1497
Total		5320	5003	14300	20	364	29991

364 Career Guidance programmes have been conducted and 29991 persons have been provided Career Guidance during the year. Hence, this is a significant development when compared with the Year 2010. In addition providing guidance to obtain vocational Training, job opportunities and participating for exhibitions are activities conducted by the section (Table 19).

Table 20: Appointments and Promotions - 2011

Post	Appointments (Permanent)	Promotions
Lecturer (Grade I)		07
Accountant	01	
Assistant Accountant	01	
Inspector (Grade II)	01	
Inspector (Grade III)	09	03
Total	12	10

Table: 21: Staff Development -2011 - Local

	Type of Programme	No. of Programs	No. of participants
01	Diploma	5	40
02	Certificate	5	5
03	Awareness Programs /Workshops	8	541
04	External Programs	1	32

Table: 22: Staff Development –2011- Foreign

Program	Country	Number Participated
Overseas Curriculum Innovation part time learning training program	Thailand	3
Senior Management / Leadership Training program	Singapore	4
Principal/Training centre Manager Training	Singapore	4
Specialist Training centre -Electronics	Singapore	4
Specialist Training centre - Mechatronics	Singapore	2
HOD executive Training- Mechatronics	Singapore	5
HOD executive Training-Electronics	Singapore	6
Total		28

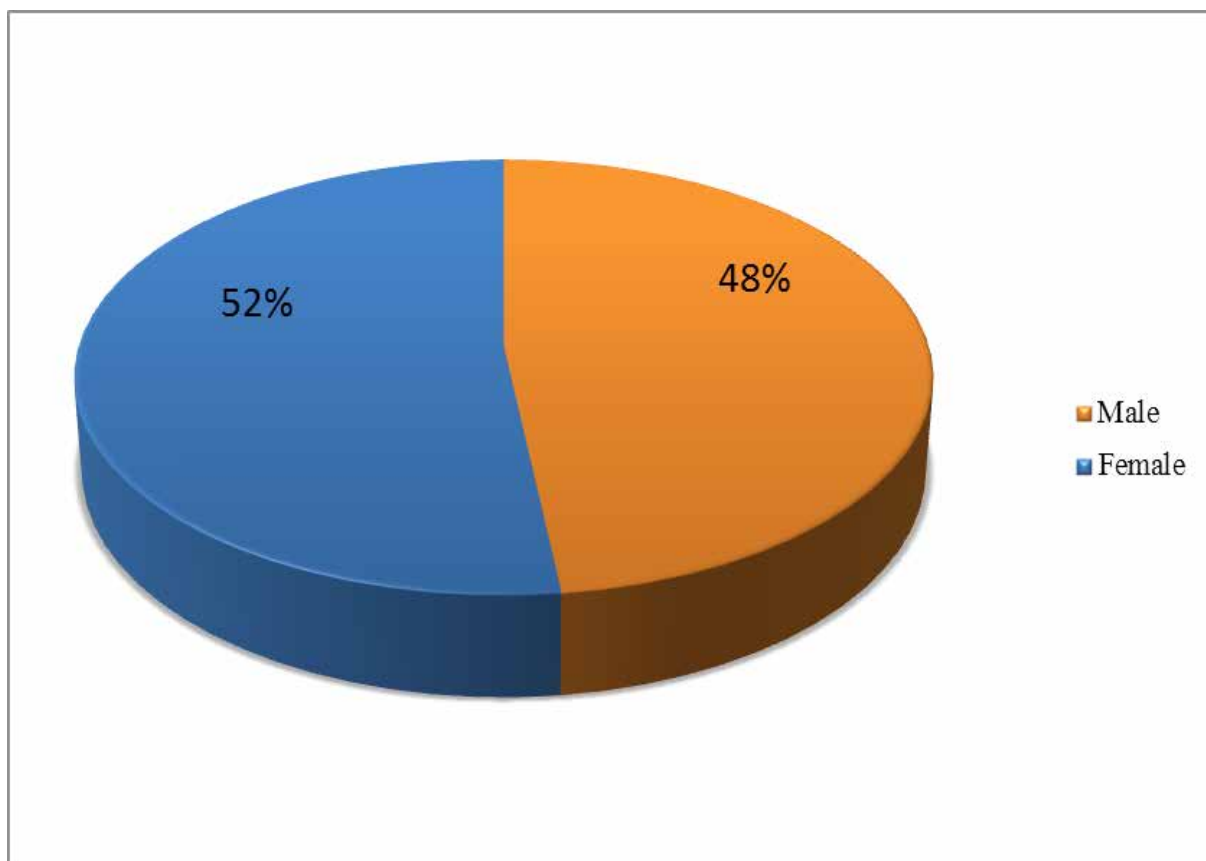
It is noteworthy that 12 have been recruited and ten promotions have been given during the year 2011.

For the purpose of staff development, forty and five officers respectively participated in five Diploma Programmes and for a Certificate Course conducted locally. In addition 541 and 32 officers respectively participated in eight internal and 1 external awareness programs.

28 officers have been sent for overseas training.

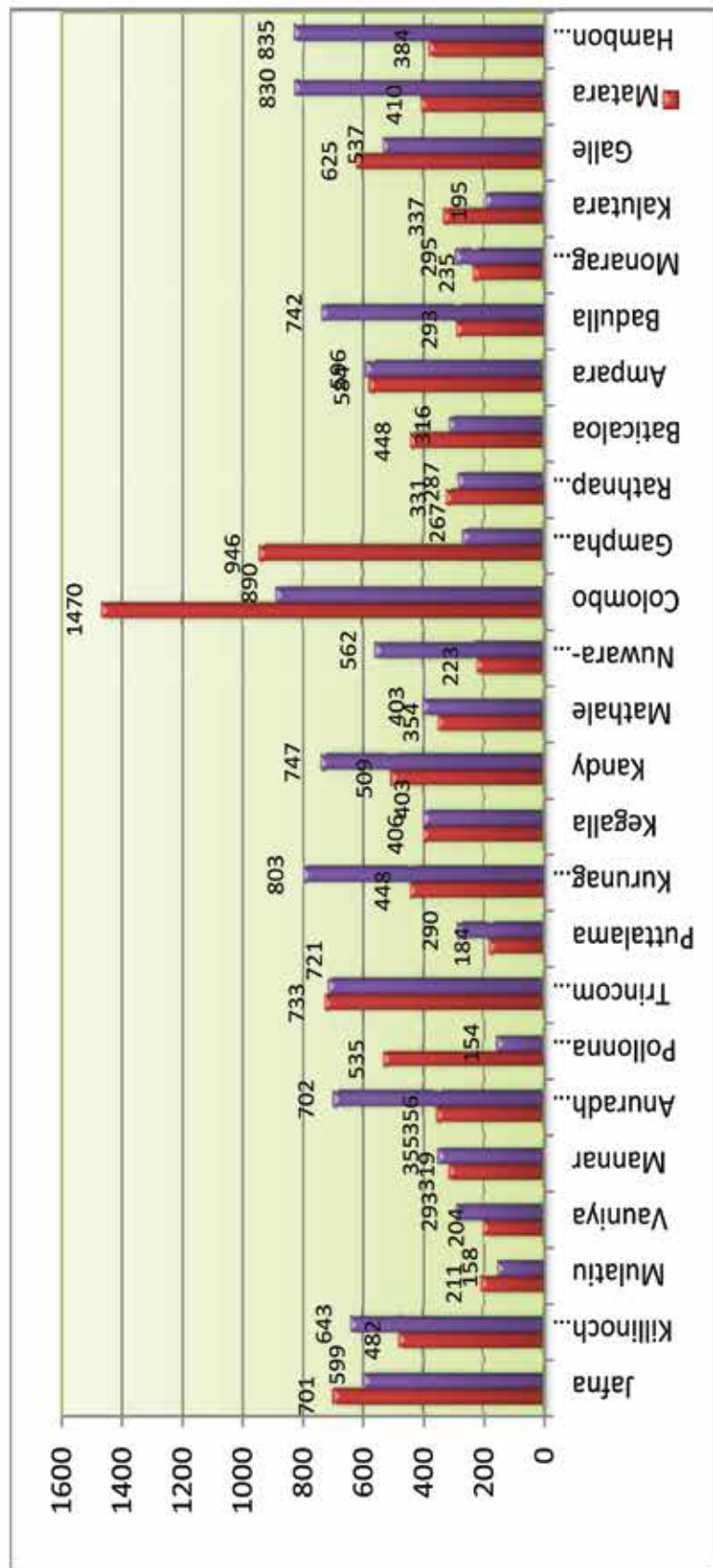
Obtaining the approval of National Cadre Commission and the approval of the Department of Management Service for the number of cadres, is a significant improvement. Further, preparation of new recruitment policies was implemented this year. A new transfer policy was prepared and the approval has been taken and is expected to implement in the future. To conduct all the work at authority smoothly and efficiently, all the sections of administrative section have been cooperated within this year.

Graph 01 Recruitment for Training Based on Gender

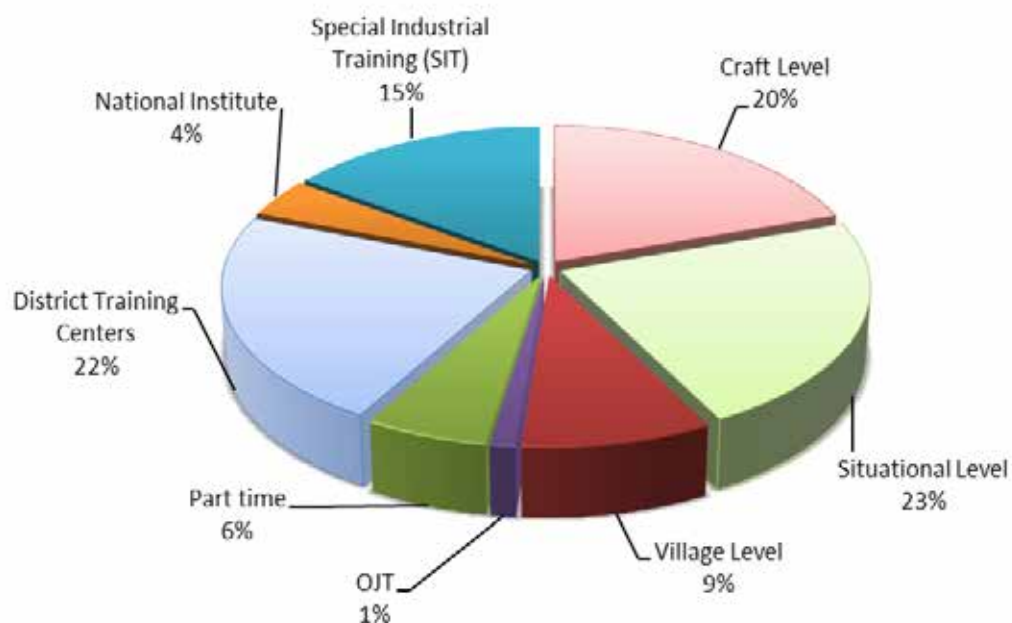


In the year 2011, 52% of female and 48% of male apprentices have been recruited.(Graph 1).The Graph 2 depicts number of apprentices recruited (except National Institutes) for training based on gender and the relevant districts.

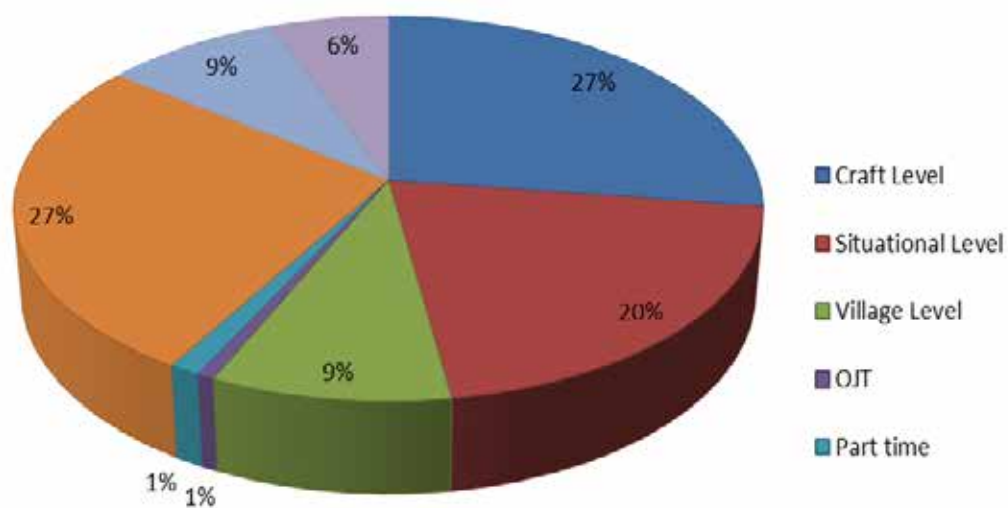
Graph 02 Enrolment for Training at District Level 2011



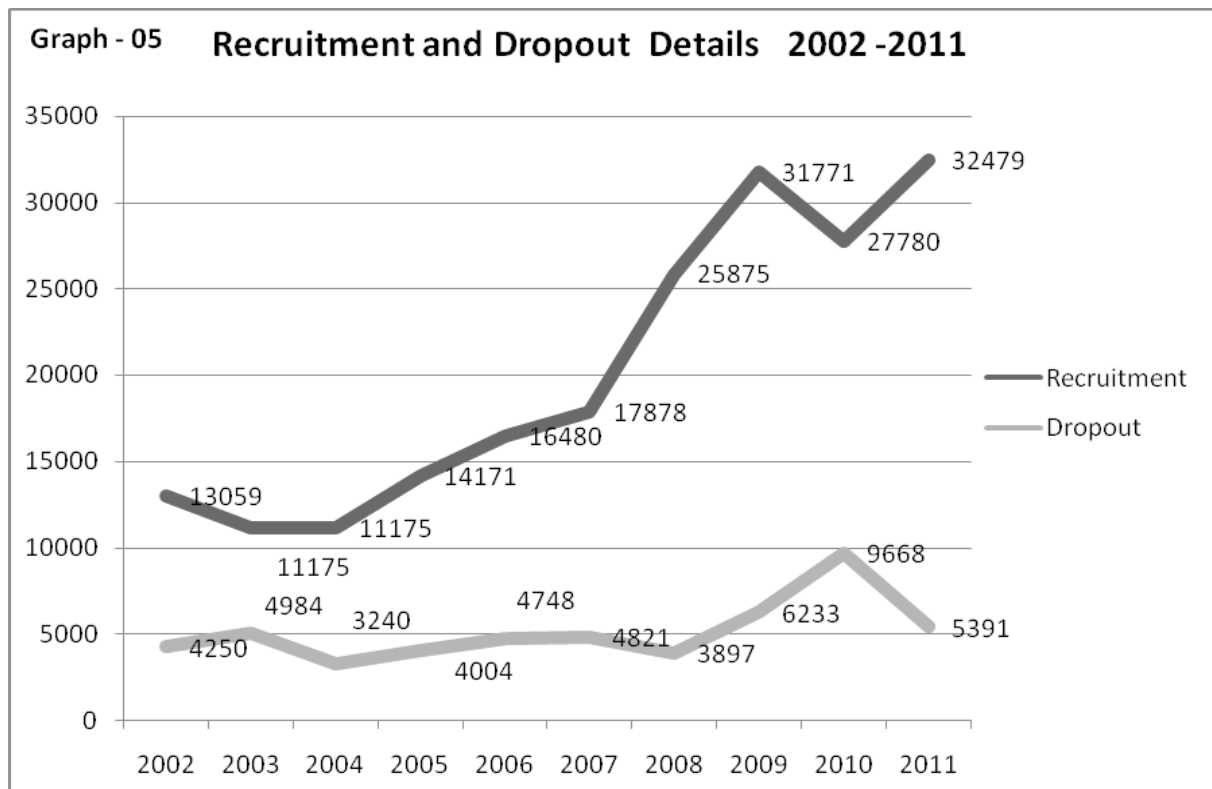
Graph - 03 Enrolment for Training under Different Classifications - 2011



Graph 04 - Remaining in Training under Different Classifications - 2011



**Graph 05 Information of Enrolment for Training and Trainee Drop Out
2002 - 2011**



The analysis shows that 20% out of total recruitments have left training in the year 2011 anwhen compare this with the previous year 2010 it is a significant decrease.

Publicity Activities

Publicity Unit of the NAITA has conducted 153 publicity activities during the year. In addition, this unit has participated in exhibitions and has covered various programs on behalf of NAITA.

Activities of Planning and Information Section.

This section continued to attend collection, analisation and dissemination of various information within NAITA and other establishments to enable making management decisions.

Further a computer programme was prepared and implemented for the convenience of collection of information. The delayed annual reports of last years also have been updated.

National Apprentice & Industrial Training Authority
Annual Report 2011

FOREWORD

ANNUAL ACCOUNTS FOR THE YEAR ENDED 31.12.2011

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY

During the year under review a total Grant of Rs. 897,525,000/= was released to the Authority by the Treasury and Rs. 38,292,266.66 received as Income as per details given below.

	<u>Allocation</u>	<u>Funds Released by the Treasury</u>
	(Rs.)	(Rs.)
Recurrent Expenditure Grant	521,000,000.00	520,025,000.00
Special Training Programme		22,000,000.00
Capital Expenditure Grant - CF	420,000,000.00	355,500,000.00
Special Training Programme		
	<u>941,000,000.00</u>	<u>897,525,000.00</u>
Add: Estimated Income	40,000,000.00	38,292,266.66
Total Income for the year	<u>981,000,000.00</u>	<u>935,817,266.66</u>

Aid received during the year 2011 from other agencies are indicated below :

	<u>Value of Items/Funds</u>
Aid Received (Recurrent) - schedule - 14 (Page - 44)	2,452,533.30
Differed Income - 13 (Page - 43)	51,744,247.32
	<u>54,196,780.62</u>

The following documents are included:-

- i. Balance Sheet as at 31st December 2011
- ii. Income and Expenditure Account for the year ended 31st December 2011
- iii. Cash Flow Statement for the year ended 31st December 2011
- iv. Statement of Changes of Funds for the Year ended 31st December 2011
- v. Notes to the Accounts for the year ended 31 st December 2011

Dr. Tissa Jinasena
Chairman
National Apprentice & Industrial Training Authority.

National Apprentice & Industrial Training Authority
Annual Report 2011

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY
FINANCIAL POSITION AS AT 31.12.2011

	Note	Sch.	Page No.	2011 (Rs)	2010 (Rs)
Assets					
Non Current Assets					
Property, Plant and Equipment	2	A	21	695,392,889.17	419,827,152.97
Capital Work in Progress	3		21	26,242,970.01	64,305,802.45
				<u>721,635,859.18</u>	<u>484,132,955.42</u>
Current Assets					
Stocks	4	B	21	11,365,409.69	10,528,028.67
Receivables	5	C	22	77,311,464.10	75,461,889.75
Deposits, Prepayments & Advances	6	D	25	7,631,322.06	11,938,512.19
Short Term Investments	7		29	38,547,183.10	35,579,071.13
Cash in Transit	8		29	7,463,725.06	25,556,074.66
Cash & Bank Balances	9		30	41,095,485.86	40,696,389.89
				<u>183,414,589.87</u>	<u>199,759,966.29</u>
Liabilities					
Current Liabilities					
Payables	10		31	121,105,940.60	99,297,014.29
Net Current Assets/(Liabilities)				<u>62,308,649.27</u>	<u>100,462,952.00</u>
Total Assets				<u><u>783,944,508.45</u></u>	<u><u>584,595,907.42</u></u>
Equity & Liabilities					
National Apprentice & Industrial Training Fund	11		39	304,919,126.03	344,180,564.52
Capital Reserve				1,424,713.99	1,424,713.99
				<u>306,343,840.02</u>	<u>345,605,278.51</u>
Non Current Liabilities					
Provision for Gratuity	12		43	131,313,096.63	123,584,940.00
Differed Income	13		43	388,092,267.90	115,405,688.91
				<u>825,749,204.54</u>	<u>584,595,907.42</u>

Accounting policies and notes page 06 to 52 form an integral part of the Financial Statements.

Director Finance

For and on behalf of Board of Management

Dr Tissa Jinasena
Chairman

.....
Board of Directors

National Apprentice & Industrial Training Authority
Annual Report 2011

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY
FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31.12.2011

	Note	Page No	2011 (Rs)	2010 (Rs)
INCOME				
Government Grant - Recurrent			542,025,000.00	544,225,000.00
Profit on PU & PTC	11(c)	41	9,894,060.07	7,487,707.17
Deferred income transferred	13	43	51,744,247.32	15,227,687.42
Other Aid- recurrent	14	44	2,452,533.30	8,478,294.75
Other Income	15	45	39,098,038.24	24,827,960.04
TOTAL INCOME			645,213,878.93	600,246,649.38
LESS: OPERATING EXPENSES				
TRAINING EXPENSES				
Apprenticeship Allowances	16	47	83,032,837.37	77,277,930.76
Training Consumables	17	47	14,994,882.85	10,622,222.93
Other Training Expenses	18	47	80,061,878.49	62,936,562.41
Staff cost	19	48	177,466,192.34	169,384,087.06
Staff cost - Other Expenses	19/1	48	20,549,269.02	11,845,174.78
Transportation and communication	20	49	36,245,413.79	25,716,573.55
Supplies and office requisites	21	49	9,653,881.59	6,508,430.57
Equipment maintenance	22	50	37,319,947.47	29,675,258.76
Premises maintenance	23	50	68,198,409.71	49,416,790.87
			527,522,712.63	443,383,031.69
ADMINISTRATION AND FINANCE EXPENSES				
Staff Cost	19	48	95,558,718.95	91,206,816.11
Staff Cost - Other Expenses	19/1	48	11,064,991.01	6,378,171.03
Transportation & Communications	20	49	19,516,761.27	13,847,385.76
Supplies & Office Requisites	21	49	5,198,243.93	3,504,539.54
Equipment Maintenance	22	50	20,095,356.33	15,978,985.48
Premises Maintenance	23	50	36,722,220.62	26,609,041.24
Audit Fees			313,474.00	283,613.00
Finance & Other Expenses	24	50	5,058,477.66	4,062,669.76
			193,528,243.77	161,871,221.92
TOTAL OPERATING EXPENSES			721,050,956.40	605,254,253.61
Surplus/ (Deficit) Transferred to National Apprentice & Industrial Training Fund	39		(75,837,077.47)	(5,007,604.23)

National Apprentice & Industrial Training Authority

Annual Report 2011

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY CASH FLOW STATEMENT FOR THE YEAR ENDED 31.12.2011

	2011 RS	2010 Rs.
Cash Flow from Operating Activities		
Surplus/(Deficit) from Operating Activities	(75,837,077.47)	(5,007,604.22)
Adjustments in respect of previous years	(286,146.84)	(1,938,829.12)
	(76,123,224.31)	(6,946,433.34)
Gratuity paid during the Year	(13,022,361.12)	(4,042,930.00)
Part Time Income	(9,894,060.07)	(7,487,707.17)
Adjustments in respect of previous years for PTC	662,288.50	(762,642.32)
	(98,377,357.00)	(19,239,712.83)
Non Cash Movements		
Depreciation	60,648,071.51	56,863,596.67
Pro. for bad & doubtful debts on Staff Loans	(89,787.53)	(807,544.43)
Pro. for bad & doubtful debts on Sundry Debtors	99,090.65	(333,562.42)
Under /(Over) provision for Obsolete Stock	1,542.25	820.47
Provision for gratuity	20,750,517.75	10,231,039.50
Increase in stocks	(837,381.02)	633,842.31
Increase in receivables	(1,849,574.85)	(9,018,003.41)
Increase in deposits, prepayments & advances	4,307,190.13	4,672,493.69
Increase in payables	21,808,926.31	1,330,098.06
Net Cash Flow from Operating Activities A	6,461,238.20	44,333,067.62
Cash Flow from Investing Activities		
Motor Cycle Revenue Reserve		1,256,485.07
Acquisition of fixed assets	(336,454,526.31)	(61,104,302.54)
Decrease /(Increase) in capital works in progress	38,062,832.44	(32,961,127.38)
Disposal Proceeds	26,570.00	23,425.94
Net Cash Flow from Investing Activities B	(298,365,123.87)	(92,785,518.91)
Cash Flow from Financing Activities		
Capital Grant from Treasury	355,500,000.00	102,894,381.00
Ministry of Vocational & Tech. Trg. - Mahinda Chinthana Programme		
Value of Trg. Equipment received from GTZ TVEC	-	-
Ministry of Vocational Technical Training Divisional Secretariate Madampe	-	-
Differed Income Increase/Decrease	(36,516,559.90)	4,488,937.92
Net Cash Flow from Financing Activities C	318,983,440.10	107,383,318.92
Net Increases/(Decreases) in Cash & Cash Equivalents (A+B+C)	27,079,554.43	58,930,867.63
Cash & Cash Equivalents at beginning of the period	101,831,535.68	42,900,668.05
Cash & Cash Equivalents at end of the period	128,911,090.11	101,831,535.68

Analysis of balance of cash & cash equivalents as shown in the Balance Sheet

	2011	2010	Change in the Year 2011	Change in the Year 2010
Cash at bank & in hand	41,095,485.86	40,696,389.89	399,095.97	22,352,333.19
Cash in-transit	7,463,725.06	25,556,074.66	(18,092,349.60)	16,506,822.60
Investments	38,547,183.10	35,579,071.13	2,968,111.97	20,071,711.84
	87,106,394.02	101,831,535.68	(14,725,141.66)	116,556,677.34

Investments includes students refundable deposits amounting to Rs.20,430,845.46

National Apprentice & Industrial Training Authority

Annual Report 2011

NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY STATEMENT OF CHANGES IN FUNDS

Description	Accumulated Fund	Profit on Part Time Accounts	Aid Received	Library Fund	Motor Cycle Capital Reserve	Motor Cycle Revenue Reserve	IT Income Reserve	Total
Balance as at 01.01.2011	(442,231,893.25)	32,430,942.46	717,117,965.00	28,730.75	3,788,110.00	3,482,028.56	29,564,681.00	344,180,564.52
								0.00
Net Surplus / (Deficit) transferred from Income & Expenditure A/C	(75,837,077.47)	10,684,308.52						(65,152,768.95)
								0.00
								0.00
Income Transferred from Part Time Account	(9,894,060.07)							(9,894,060.07)
								0.00
								0.00
Government Capital Grant	31,069,173.69							31,069,173.69
								0.00
Adjustments in respect of Previous Years	286,146.84							286,146.84
								0.00
								0.00
Increase in Specified Internal Funds			0.00				4,430,070.00	4,430,070.00
								0.00
Increase in Specified External Funds			0.00					0.00
								0.00
Total	(496,607,710.26)	43,115,250.98	717,117,965.00	28,730.75	3,788,110.00	3,482,028.56	33,994,751.00	304,919,126.03

National Apprentice & Industrial Training Authority

Annual Report 2011

NATIONAL APPRENTICES AND INDUSTRIAL TRAINING AUTHORITY NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31.12.2011

Note - 01

General accounting Policies

1 Reporting Entity

The National Apprentices and industrial Training Authority (hereinafter referred to as "Authority") which is situated at No. 971, Sri Jayewardenepura Mawatha, Welikada, Rajagiriya was incorporated by Tertiary & Vocational Education Act No. 20 of 1990.

2 Basis of Preparation

The Financial Statements of the organization have been prepared in accordance with generally accepted accounting principals and Sri Lanka Accounting Standards.

These Financial Statements presented in Sri Lanka Rupees have been prepared on historical cost basis.

3 Comparative Information

- 3.1 The previous year figures and phrases have been re-arranged wherever necessary to confirm to the current year's presentation.

4 Government Grants & Subsidies

- 4.1 Government Grants on which the organization depends for its expenditure are being accounted on a receipts basis. Grants related to recurrent expenditure are being presented as a credit in the Income & Expenditure account whereas the grants released to Capital Expenditure are being credited directly to the National Apprentices & Industrial Training Fund.
- 4.2 Grant related to assets and Grant in the form of transfers of assets are recognised as deferred income in the Income statement on a systematic basis over the useful life of the related assets.

5 Assets and the bases of their valuation

5.1 Stocks

Stocks have generally been valued at the cost and provision is made at 5% for obsolete stocks of printed materials.

5.2 Receivables

Receivables are stated at the amount expected to be realized and 100% provision has been made for Bad and doubtful debts of staff who are not in the service of the authority as at 31.12.2011. 5% provision has been made as bad and doubtful debts all other debtors except staff in services

5.3 Property, Plant and Equipment

(a). Recognition and Measurement

Items of Property, Plant and Equipment are stated at cost less accumulated depreciation or impairment loss

(b). Cost

The cost of Property, Plant and Equipment comprises its purchase price and any directly attributable cost of bringing the assets to working condition for its intended use

Subsequent expenditure incurred for the purpose of acquiring, extending or improving assets of permanent nature in order to carry or increase performance of the Authority have been treated as capital expenditure

(c). Inventory having shorten life

Inventory items having short life nature and are material to capitalize are written off to Income & Expenditure Account. However, for the purpose of control these item are inventoried and physical control is exercised.

National Apprentice & Industrial Training Authority

Annual Report 2011

(d). Depreciation

Depreciation is calculated on a straight line basis over the useful life of the assets

	Rate of depreciation
Lease hold Land	Over the period of lease
Buildings	5%
Machinery & Equipment	10%
Furniture & fittings & Office Equipments	10%
Computer & Accessories	25%
Library Books	10%
Motor Vehicles	25%

Depreciation of an asset begins when it is available for use and ceases at the earlier of the date that the asset is de-recognised. An item of Property, Plant and Equipment is derecognised upon disposal or when no future economic benefits are expected from its use. Any gain or loss on derecognition of an asset is included in the Income Statement in the year that asset is derecognised

5.4 Cash & Cash Equivalent

Cash & Cash equivalents are defined as cash in hand, demand deposits at bank, short term highly liquid investments readily convertible to known amounts of cash.

For the purpose of cash Flow Statement, cash in hand and at Bank, short term investments, cash in transit are treated as cash and cash equivalent.

6 Liabilities and provisions

accurately

Obligations payable on demand or within one year of the balance sheet date are treated as current liabilities in the balance sheet. Liabilities payable after one year from the balance sheet date are treated as non-current liabilities in the balance sheet.

6.1 Gratuity Provision

Provision has been made for the gratuity payable from the initial year of services to all employees. However the Gratuity Act, 12 of 1983 and SLAS 16, the liability to an employee arises on completion of five years of continued services.

6.2 Defined contribution plans

Obligations for contributions to a defined contribution plan are recognized as an expense in the income statement as incurred. The Authority contributes a sum not less than 15% and 3% of the gross emoluments of employees to Employees' Provident Fund (EPF) and to the Employees' Trust Fund (ETF) respectively.

7 Income and Expenditure Accounts

Grants received from the Government, Local & Foreign Aid received towards recurrent expenditure and the miscellaneous income of the Authority are credited to the Income & Expenditure Account. The amounts spent on major repairs and improvements for capital Assets out of capital grant but not capitalized were charged to P&L A/C and an equal amount was transferred from grant received ledger

The Surplus/ (Deficit) or Income over Expenditure has been arrived at after making provisions for all known

All Expenditure incurred in operating the Authority and maintaining its capital assets in a state of efficiency has been charged to revenue.

Expenditure incurred in Training, Administration and Finance activities are apportioned as follows.

Training Expenses	65%
Administration and Finance Expenses	35%

8 Capital commitments and contingent liabilities

All material capital commitments and contingent liabilities are considered and necessary adjustments or disclosures are made in the financial statements.

9 Events after the balance sheet date

The materiality of events occurring after the balance sheet date has been considered and appropriate adjustments, wherever necessary, have been made in the accounts.

National Apprentice & Industrial Training Authority
Annual Report 2011

NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31.12.2011

	Note	Sch. No.	2011	2010
Property, Plant and Equipment	2	A	695,392,889.17	419,827,152.97
Capital Work in Progress	3		26,242,970.01	64,305,802.45
Stocks	4	B	11,365,409.69	10,528,028.67
Receivables	5	C	77,311,464.10	75,461,889.75
Deposits, Prepayments & Advances	6	D	7,631,322.06	11,938,512.19
Investments	7		38,547,183.10	35,579,071.13
Cash in Transits	8		7,463,725.06	25,556,074.66
Cash & Bank Balances	9		41,095,485.86	40,696,389.89
Payables	10		121,105,940.60	99,297,014.29
NAITA Fund	11		304,919,126.03	344,180,564.52
Provision for Gratuity	12		131,313,096.63	123,584,940.00
Differed Income	13		388,092,267.90	115,405,688.91
Other Aid - Recurrent	14		2,452,533.30	8,478,294.75
Other Income	15		39,098,038.24	24,827,960.04
Apprenticeship Allowances	16		83,032,837.37	77,277,930.76
Training Consumables	17		14,994,882.85	10,622,222.93
Other Training Expenses	18		80,061,878.49	62,936,562.41
Staff Cost	19			
Training Expenses			177,466,192.34	169,384,087.06
Admin & Finance Expenses			95,558,718.95	91,206,816.11
			273,024,911.29	260,590,903.17
Staff Cost - Other Expenses	19/1			
Training Expenses			20,549,269.02	11,845,174.78
Admin & Finance Expenses			11,064,991.01	6,378,171.03
			31,614,260.03	18,223,345.81
Transportation & Communication	20			
Training Expenses			36,245,413.79	25,716,573.55
Admin & Finance Expenses			19,516,761.27	13,847,385.76
			55,762,175.06	39,563,959.30
Supplies & Office Requisites	21			
Training Expenses			9,653,881.59	6,508,430.57
Admin & Finance Expenses			5,198,243.93	3,504,539.54
			14,852,125.52	10,012,970.11
Equipment Maintenance	22			
Training Expenses			37,319,947.47	29,675,258.76
Admin & Finance Expenses			20,095,356.33	15,978,985.48
			57,415,303.80	45,654,244.24
Premises Maintenance	23			
Training Expenses			68,198,409.71	49,416,790.87
Admin & Finance Expenses			36,722,220.62	26,609,041.24
			104,920,630.33	76,025,832.11
Finance & Other Expenses	24			
			5,058,477.66	4,062,669.76



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கணக்காய்வாளர் தலைமை அபிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



මගේ අංකය
எனது இல.
My No

JP/E/NAITA/FA/11

ඔබේ අංකය
உமது இல
Your No.

දිනය
திகதி
Date

19 February 2013

Chairman,
National Apprentice and Industrial Training Authority.

Report of the Auditor General on the Financial Statements of the National Apprentice and Industrial Training Authority for the year ended 31 December 2011 in terms of Section 14(2)(c) of the Finance Act No. 38 of 1971

The audit of financial statements of the National Apprentice and Industrial Training Authority for the year ended 31 December 2011 comprising the balance sheet as at 31 December 2011 and the income statement, statement of changes in equity and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13(1) of the Finance Act, No.38 of 1971 and Section 10(d)(2) of National Apprentice and Industrial Training Authority (Amendment) Act, No. 50 of 1999. My comments and observations which I consider should be published with the Annual Report of the Authority 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 issued to the Chairman of the Authority on 04 December 2012.

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 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

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இல. 306/72, பொல்துவ வீதி,
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1.3 Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgments, including the assessment of the Authority's risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the 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 Authority's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Sub-sections (3) and (4) of Section 13 of the Finance Act, No.38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

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

1.4 Basis for Qualified Audit Opinion

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

2. Financial Statements

2.1 Qualified Opinion

In my opinion, except for the effects of the matters described in paragraph 2.2 of this report, the financial statements give a true and fair view of the financial position of the National Apprentice and Industrial Training Authority as at 31 December 2011 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Accounting Standards.

2.2 Comments on Financial Statements

2.2.1 Sri Lanka Accounting Standards

The following instances of non-compliances were observed in audit.

(a) Standard No. 2

Even though the stock should have been computed on cost or net realizable value whichever is less, the stock of the Authority had been computed on cost according to the accounting policy adopted by the Authority.

(b) Standard No. 24

Even though 100 per cent of provision for depreciation of fixed assets purchased from Government grants should have been accounted as differed income, only 26.78 per cent of the provision had been accounted as differed income and action in terms of the requirement of the standard had not been taken in respect of the rest of the provision.

2.2.2 Accounting Deficiencies

The following deficiencies were observed in audit.

- (a) Interest income on fixed deposits had been overstated by Rs.371,252.
- (b) Bank charges amounting to Rs.70,073 recovered by the bank in the year under review had not been accounted.
- (c) A sum of Rs.1,100,948 in excess of the amount payable to the contractors had been shown in the accounts and as a result, the value of the work-in-progress had been overstated.
- (d) Loan balances amounting to Rs.885,823 due from 11 officers who had retired from service had not been recovered and this value had not been shown in the accounts.
- (e) The rent income of Rs.672,000 receivable from the Dialog Company for the years 2008 and 2009 had not been accounted.
- (f) The Value Added Tax to be recovered on income amounting to Rs.186,656 received from 3 telecommunication companies had not been recovered.
- (g) The lands on which National Centre, Katunayake and the Training Centres of Wellawatta, Beruwala and Kalmunai are situated had not been vested and the Authority had constructed buildings on the lands on which the Training Centres are located.

- (h) The audit fees payable had been understated in the accounts by a sum of Rs.114,964.
- (i) Legal action had not been taken for the recovery of a sum of Rs.7,367,731 due from 2 officers for breach of agreements proceeded abroad. That amount had also not been disclosed in the accounts.
- (j) The balances in six bank accounts amounting to Rs.629,376 had not been shown in the financial statements.

2.2.3 Unreconciled Control Accounts

The following deficiencies were observed.

- (a) According to the financial statements presented to audit a difference of Rs.5,256,783 was observed between the balances of 12 Bank Accounts and the balances shown in the respective subsidiary registers.
- (b) A difference of Rs.10,856,229 was observed between the trial balance and the balances shown in the final accounts.

2.2.4 Accounts Receivable and Payable

The following observations are made.

- (a) The confirmations of balances of debtors amounting to Rs.33,759,448 and creditors amounting to Rs.33,417,017 had not been obtained.

- (b) Balances of Rs.17,513,629 in respect of the offices of the Authority had not been settled and 5 per cent provisions had been made for bad and doubtful debts thereon.
- (c) Out of the creditors balances totaling Rs.33,417,017 , balances amounting to Rs.3,234,236 had been older than 06 years and the balances amounting to Rs.2103,803 had been older than 10 years.

2.2.5 Lack of Evidence for Audit

- (a) The evidence indicated against the following items shown in the financial statements had not been submitted for audit.

Particulars	Value	Evidence not made available
-----	-----	-----
	Rs.	
Stocks	11,365,410	Boards of Survey Reports, Detailed Schedules
Lands	46,939,652	Title Deeds in support of ownership
Advances	23,940,366	Confirmation of Balances
Bank and Cash Balances	41,095,486	Confirmation of Balances
Sundry Debtors	33,759,448	Confirmation of Balances
Creditors	33,417,017	Confirmation of Balances
Fixed Deposits	6,307,875	Fixed Deposit Certificates

- (b) Adjustments had not been made in respect of excesses and shortages identified at the annual Boards of Surveys and the Boards of Surveys in respect of closing stock, vehicles and equipment had not been conducted.

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

The following non-compliances with laws, rules, regulations and management decisions were observed.

Reference to laws, rules, regulations etc	Non-compliance
(a) Notification Published in the Gazette Extraordinary No. 1530/3 of 01 January 2008	Stamp duty of Rs.25 should be recovered on payments exceeding Rs.25,000 and remitted to the Commissioner General of Inland Revenue. Nevertheless, 87 instances had been revealed at a test check that action had not been taken accordingly.
(b) Financial Regulation of Republic of Sri Lanka	
(i) Financial Regulation 188(2)	Prompt action had not been taken in respect of unrealized deposits amounting to Rs.25,961 remaining from the year 1999.
(ii) Financial Regulation 264(1)	Even though a receipt should be obtained for each and every payment from the payee, action had not been taken accordingly in respect of 22 payment vouchers amounting to Rs.990,935.
(iii) Financial Regulation 371(2)(c)	The advances should be settled immediately after the completion of the purpose for which it was granted. Nevertheless, action had not been taken accordingly in respect of advances amounting to Rs.41,804,696.

(iv) Financial Regulation 396

Action in terms of provisions of the Financial Regulations had not been taken in respect of 32 outdated cheques amounting to Rs.247,303.

(c) Public Administration Circulars

- (i) No. 26/92 of 17 August 1992
an No. 26/92 (i) of 03 August 1997

Even though the State Emblem and the name of the Institute should be Stenciled on motor vehicles other than the assigned vehicles in terms of the provisions of the Circular, action had not been taken accordingly.

- (ii) Circular No. 22/99 of 08 October 1999
Sections 1.1.6 (v) and 1.3.1
(iii)

Eight officers who are eligible for group transport facilities had been provided separate vehicles contrary to the provisions of the Circular.

(d) Circulars of the Ministry of Finance

- Public Enterprises Circular No. PED/12 of 02 June 2003
Sections 8.3.9 and 9.4

A vehicle belonging to the Authority had been released to the Ministry and spent a sum of Rs.438,427 thereon without considering the provisions of the Circular stating that resources of the public Enterprises should not be used by the Ministry.

- (e) National Procurement Agency Circular
No. NPA/8 of 25 January 2006

(i) Sections 3.1.4, 3.2.2 and 3.4.2

Even though the works and services of the Government should have been carried out by calling competitive quotations as far as possible, instances of not taking action accordingly while obtaining supplies and services by the Authority were observed.

(ii) Section 3.4.1 (d)

The quotations should be called for at least from 5 contractors, registered in the Institute of Construction Training and Development (ICTAD) through the Procurement Committee of the Ministry for the construction projects between Rs.50 million and Rs.150 million. Nevertheless, instances of not taking action accordingly were observed.

(iii) Section 8.13.3

Even though the contract variances should be within the limits of approved contingencies and it should not be exceeded 10 per cent of the contract value, the instances of exceeding such limits were observed.

2.2.7 Transactions not supported by Adequate Authority

According to the decision No. 1024/F/600/29 CD dated 30 November 1963 of the Cabinet of Ministers “the State Corporations” should have prepared the Financial and Administrative Regulations immediately and the approval of the respective Ministry should have been obtained and the Government Financial and Administrative Regulations should be followed until preparing those Regulations.

However, the Authority had not prepared such Regulations accordingly and the provisions of Government Financial Regulations and Establishments Code had been followed. The provisions of shops and office procedure had been followed only for the leave and overtime of the officers.

2.2.8 Transactions of Contentious Nature

The following observations are made.

- (a) A sum of Rs.180,000 had been paid to two officers whose service period was only 3 years in the Authority to follow the courses which are not relevant to their duties of the posts.
- (b) Eight instructors had been assigned to a training course spending a sum of Rs.75,000 per person without entering into an agreement. Of these, five instructors had dropped out the course and two others had vacated the service and as a result the loss incurred to the Government was Rs.187,400.

3. Financial Review

3.1 Financial Results

According to the financial statements presented the operations of the Authority for the year ended 31 December 2011 had resulted in a deficit of Rs.75,837,077 as compared with the corresponding deficit of Rs.5,007,604 for the preceding year. The deficit for the year under review as compared with the preceding year indicated an increase of Rs.70,829,473. The increase can be analyzed as follows.

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Particulars -----	Variance -----		Total ----- Rs.
	Favourable ----- Rs.	Adverse ----- Rs.	
Income -----			
Grant / Aid for Recurrent Expenditure			
- Government	-	2,200,000	-
- Others	-	6,025,761	-
Profit earned from Production and Training Sections	2,406,353		
Other Income	14,270,078		
Deferred Income Transfers	36,516,560		
	=====	=====	=====
	53,192,991	8,225,761	44,967,230
	=====	=====	=====
Expenditure -----			
Establishment and Administration Expenditure	-	84,139,681	-
Apprentice Training Expenditure	-	31,657,022	-
	=====	=====	=====
	-	115,796,703	115,796,703
	=====	=====	=====
Net increase of Deficit			70,829,473
			=====

3.2 Analytical Financial Review

Financial position for the year under review and the variances against the preceding year are given below.

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Financial Position	2011	2010	Variance
-----	-----	-----	-----
	Rs.	Rs.	%
Non-current Assets			

Property, Plant and Equipment	695,392,889	419,827,153	65.64
Capital - Work-in-progress	26,242,970	64,305,802	(59.19)
Current Assets			

Stocks	11,365,410	10,528,029	7.95
Receivable Balances	77,311,464	75,461,890	2.45
Deposits, Pre-payments and Advances	49,436,018	11,938,512	314.09
Short term Investments	38,547,183	35,579,071	8.34
Cash-in-transit	7,463,725	25,556,075	(70.79)
Cash and Bank Balances	41,095,486	40,696,390	0.98
Equity			

National Apprentice and Industrial Training Fund	304,919,126	344,180,565	(11.41)
Capital Reserve	1,424,714	1,424,714	-
Non-current Liabilities			

Provision for Gratuity	131,313,097	123,584,940	6.25
Deferred Income Grant	388,092,268	115,405,689	236.29
Current Liabilities			

Payable balances	121,105,941	99,297,014	21.96

3.3 Increase of Expenditure and Erosion of Capital

Differences in net assets and current assets in the year under review and liquidity ratios are given below.

	2011	2010
	-----	-----
	Rs.	Rs.
Net Assets	306,343,840	345,605,279
Net Current Assets	104,113,345	100,462,953
Current Ratio	1.86:1	2.01:1
Liquidity Ratio	1.77:1	1.91:1

4. Operating Review

4.1 Performance

The particulars regarding the Number of students enrolled annually, number of students completed the courses during the year and number of students following the courses as at the end of the year as compared with the preceding year are given below.

Province / Training Centre	2011				2010			
	Number of students at the commencement of the year	Number of students enrolled during the year	Number of students completed the courses during the year	Number of students following the course at the end of the year	Number of students at the commencement of the year	Number of students enrolled during the year	Number of students completed the courses during the year	Number of students following the course at the end of the year
Jaffna	1,280	1,300	908	1,396	1,123	1,075	918	1,280
Kilinochchi	502	1,125	247	1,153	42	460	-	502
Mulaithivu	28	369	32	345	-	28	-	28
Vavuniya	852	497	653	594	834	886	868	852
Mannar	1,068	674	936	674	847	676	455	1,068
Anuradhapura	760	1,058	870	738	411	1,109	762	760

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Polonnaruwa	438	689	295	692	280	496	338	438
Trincomalee	504	1,454	1,034	696	526	717	1,057	504
Puttlam	364	474	226	517	425	529	274	364
Colombo	5,045	2,360	3,620	2,964	4,036	2,339	2,016	5,045
Gampaha	1,557	1,213	1,018	1,517	1,345	1,429	811	1,557
Rathnapura	749	618	487	752	629	721	468	749
Kurunegala	954	1,251	539	1,295	828	1,461	983	954
Kegalle	614	809	189	1,064	546	713	400	614
Kandy	1,243	1,256	1,169	1,083	1,159	1,314	944	1,243
Matale	667	757	301	994	498	873	714	667
Nuwara Eliya	912	785	835	708	876	681	192	912
Batticaloa	606	764	414	629	628	669	809	606
Ampara	1,099	1,180	1,071	965	968	1,477	976	1,099
Badulla	1,043	1,035	996	887	1,124	979	868	1,043
Monaragala	807	530	383	844	792	688	283	807
Kaluthara	595	532	201	826	468	483	240	595
Galle	1,341	1,162	966	1,348	1,420	1,638	1,572	1,341
Matara	1,254	1,240	1,136	1,113	1,282	1,390	1,421	1,254
Hambanthota	868	1,219	834	1,135	792	1,005	1,165	868
Institute of Engineering Technology	1,457	437	452	1,389	1,522	289	539	1,457

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Motor Vehicle	700	419	262	765	625	331	270	700
Engineering Training Institute								
Apprentice Training Institute	804	460	784	445	769	409	199	804
Machinery Training	447	4,926	3,636	1,737	568	2,915	4,727	447
Part time courses	-	1,886	1,542	344	-	-	-	-
	-----	-----	-----	-----	-----	-----	-----	-----
	28,558	32,479	26,036	29,609	25,363	27,780	24,269	28,558
	=====	=====	=====	=====	=====	=====	=====	=====

The following deficiencies were observed.

- (a) A performance report including information on financial and physical performance of the Authority as at the end of the year had not been prepared. The Authority had achieved 75 per cent of the targeted enrolments and the percentage of decrease of the district level enrolments had ranged from 0.24 per cent to 68.71 per cent. The enrolments targeted in 19 districts out of 25 districts had not been made.
- (b) It was not targeted the number of apprentices to be completed the training during the year under review while 26,036 apprentices had completed the courses. Even though it had been targeted to issue 16,500 certificates, only 15,190 certificates had been issued.
- (c) It was targeted to make awareness of 17,000 participants through 219 programmes by Professional Guidance Division. The Number of participants through 364 programmes at 13 centres were 29,991. This was an increase by 12,991 or 76.42 per cent more than the target.
- (d) It was targeted to implement programmes for 150 officers of the staff by spending Rs.17 million during the year under review, while 618 officers and 28 officers had been referred to local programmes and foreign programmes respectively.
- (e) Even though it was targeted to implement 36 Entrepreneurial Development Programmes during the year under review, any of the programme had not been implemented.
- (f) Even though it was targeted to train 18,500 trainees under Distance and English Education during the year under review the actual information regarding number of trainees trained was not made available to audit. Under this programme 12,312 training curricula had been distributed to district offices and 7 English Curricula had been prepared.

4.2 Management Inefficiencies

The following deficiencies were observed.

- (a) Apprentice allowances had not been continuously paid monthly and as a result the allowances should be payable as at the end of the year under review totaled Rs.34,718,572.
- (b) The Authority had purchased a Jeep by paying a sum of Rs.2,940,000 as custom duty and a sum of 2,263,362 had been spent in the year under review and the preceding year for repairs of this vehicle. Even though this vehicle had met with an accident on 10 June 2010, activities such as conducting an inquiry regarding the accident, computation of loss incurred, submission of reports on losses in terms of Financial Regulation and obtaining Insurance claims had not been carried out.
- (c) A motor vehicle obtained by the Authority by paying Rs.1,134,000 as custom duty on 23 February 2010 had been parked at the Motor Vehicle Engineering Training Institute, Orugodawatta even up to August 2012 without being utilized.
- (d) Formal agreements had not been entered into with telecommunication institutions for the exchange towers of those 3 institutions erected at the premises of the Authority properly. Action had not been taken to recover the income receivable for the year properly and it was revealed in audit that the entire amount received had been brought to account as income for the year.
- (e) Even though a sum of Rs.847,500 had been spent by the Authority for production of a teledrama comprising 12 episodes as a publicity activity with the objective of increasing the enrolment of apprentices, it had not been telecast even by September 2012.

4.3 Idle and Underutilized Assets

Bank balances ranging from Rs.1,072,313 to Rs.11,212,787 had remained in 12 bank current accounts of the Authority as at the end of the year under review and the balance as at 31 December 2011 totalled Rs.37,648,088.

4.4 Identified Losses

A loss of Rs.799,575 had incurred in 2 instances, due to purchasing at higher prices instead of purchasing from the institution which quoted the lowest quotations without adducing reasons while making purchases by the Authority and a sum of Rs.524,976 had been overpaid in 8 instances in repairing vehicles at higher prices instead of repairing at the lowest quotations.

4.5 Resources of the Authority given to other Government Institutions

Nine employees of the Authority had been released to other Institutions contrary to the provisions of the Public Enterprises Circular No. PED/12 of 02 June 2003 and sums of Rs.1,527,708 and Rs.4,167,004 had been paid in the year under review and the preceding years respectively as their salaries. Four persons recruited on contract basis had been released to other institutions from the date the date of recruitment itself.

4.6 personnel Administration

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

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Annual Report 2011

Category of Staff	2011				2010			
	Approved	Actual	Vacancies	Excess	Approved	Actual	Vacancies	Excess
Executive Grade	138	88	50	-	138	95	43	-
Clerical and Allied Grades	515	466	49	-	515	494	21	-
Junior Grades	110	97	13	-	110	103	07	-
Casual	-	119	-	119	-	127	-	127
	<u>763</u>	<u>770</u>	<u>112</u>	<u>119</u>	<u>763</u>	<u>819</u>	<u>71</u>	<u>127</u>

4.7 Vehicle Utilization

The following observations are made.

- 4.7.1 The Authority had incurred a loss of Rs.113,111 due to not taking action in terms of Financial Regulation 104 to carry out inquiries in respect of accidents occurred in the year under review and to deduct insurance indemnities from the amount spent for repairs and to recover the balance amount from the respective parties.
- 4.7.2 In terms of instructions in the letter of the Chairman of the Authority dated 23 June 2010, quotations should be called for from registered suppliers, for repair expenditure exceeding Rs.5,000. Nevertheless, a sum of Rs.1,165,709 had been paid as repair expenditure in 49 instances by obtaining quotations only from one institution.

5. Accountability and Good Governance

5.1 Presentation of Financial Statements

Even though the financial statements should be presented to audit within 60 days after the closure of the financial year in terms of the Public Finance Circular PF/PE/21 of 24 May 2002, the financial statements of the Authority for the year under review had been presented for audit on 06 June 2012 while financial statements for the preceding year had been presented on 06 June 2011.

5.2 Corporate Plan and Action Plan

The Corporate Plan and the Action Plan prepared for ensuing 05 years in terms of paragraph 5.1.2 of the Public Enterprises Circular No. PED/12 of 02 June 2003 had been approved by the Board of Directors on 17 January 2011. Even though the Authority had prepared an action plan for the year 2011, the Authority had failed to achieve the estimated targets shown in the action plan.

5.3 Budgetary Control

Variances ranging from 10 per cent to 174 per cent were observed between estimated expenditure in the Budget for the year under review and the actual expenditure and it was observed that the Budget had not been made use of as an effective instrument of management control.

6. Systems and Controls

Deficiencies observed during the course of audit were brought to the notice of the Authority from time to time. Special attention is needed in respect of the following areas of controls.

- (a) Fixed Assets
- (b) Cash and Bank Accounts
- (c) Accounting
- (d) Debtors and Creditors Control
- (e) Motor Vehicles Utilization
- (f) Apprentices and Training Activities
- (g) Personnel Administration
- (h) Welfare Funds Control
- (i) Stores Control

H.A.S.Samaraweera
Auditor General

2. Financial Statement.

Replies to the Report of the Auditor General as per the Section 14(2)(1) of Monetary Act No. 38 of 1971 with Regard to the Financial Statements of the National Apprentice and Industrial Training Authority for the Year Ended 31 December 2011

2.2.1. Sri Lanka Accounting Standards

- (a). Since the National Apprentice and Industrial Training Authority is not operated on commercial purposes, it is counted under wholesale cost.
- (b). Difference of Deferred Income adjusted according to cash flow report of 2011 is depicted under financial section and it will be attached to non- financial section when financial accounts of 2012 will be prepared.

2.2.2. Accounting Deficiencies

- (a). Interest income of the savings accounts of Automobile Engineering Training Institute at Orugodawatta is Rs. 60,512 and it is not depicted in this document. It is accurately depicted in the final accounts.
- (b). Balance payable to the bank as at 31.12.2012 is adjusted in 2012.
- (c). Rectified in 2012.
- (d). Gratuity to be recovered by the authority was charged at the point of paying it. But it had been difficult to pay gratuity in one month due to legal issues pertaining to a delay of sum of money recoverable from the officers to the authority.
- (e). The received sum of money has been considered as the income as it had been difficult to mention a specific amount since there had been no proper signed agreement in 2008 and 2009.

Now the agreements have been properly signed and accurately added to the income.
- (f). Since 2012, Value Added Tax will be recovered and remitted to the Commissioner General of Inland Revenue
- (g). The Values of the buildings of Katunayaka Training Centre and Wellawatta Training Centre cannot be indicated in the accounts until the centers are undertaken by the authority

Beruwala training center is conducted in a building established in a land belong to Telecommunication Regulatory Commission without paying a rent. Kalmunai Training Centre has been taken for rent. Lands of the training centers at Beruwala and Kalmunai could not be mentioned in the financial statements as they do not belong to the authority.

- (h). Rectified when preparing the final accounts of 2012.
- (i). The authority has been handed over the ownership of land valued Rs. 1,400,000 according to the government evaluation and Rs. 30,000 has been charged from guarantees. Legal actions have already been taken by informing the Attorney General's Department to charge the balance amount.

2.2.3. Non-reconciled Controls Accounts

- (a). Balance has been settled as at 31 October 2012. Transactions and other payments relevant to the reviewed year and transactions before the year 2010 will be settled when the Audit report of 2012 is prepared.
- (b). The difference between some balances are part time account balances. If account balances have become debit balances, those balances are maintained under numerous debtors.

2.2.4. Accounts Receivable and Payable.

- (a). Even though the maximum effort was taken to settle these balances by sending letters and reminders, it was delayed due to lack of response from the relevant parties. However, actions will be taken to settle it.
- (b). Once the permission is given through a board paper to write off old balances, the problem will be settled.
- (c). Out of debtors balances totaling Rs. 33,417,017 to 31.12.2011, balances amounting Rs.12,369,893.82 had been settled as at 16.11.2012. Rs.14, 268,317.18 out of Rs. 21047123.18 are internal transactions. At present, actions have been taken to settle unsettled transactions.

2.2.5. Lack of Evidence for Audit

Stocks-

- (a). Board of survey reports has been prepared after annual verification was done.

Lands-

Title Deeds and documents for all lands of which possession has been acquired are with the legal division. At present, actions are being taken regarding several lands of which possession is to be acquired.

Advances, Numerous Debtors & Creditors-

Presentation of balance sheets has been an issue due to unresponsiveness of the relevant parties although the letter and reminders were sent.

Banks and Financial balances

Letters confirming balances are available.

Fixed deposits

Fixed deposit certificates are available.

2.2.6. Non compliances with laws, rules, regulations and Management

(a). Reference to Laws , Rules, Regulations

Notification published in the gazette extraordinary no 1530/3 of 01 January 2008. Proper actions have been taken to recover stamp levy by informing every section.

(b). Financial Regulations of Republic of Sri Lanka

I. Financial Regulation 188 (2)

Institutes who have not taken stamps for the year 2011 have been informed and necessary actions have been taken to charge stamp duty.

II. Financial Regulation 264 (1)

This was a sum of money recoverable for money orders and in 2009 Rs.70,711/= was a balance after an amount being recovered . The officers have been informed to work further to get this settled.

III. Financial Regulation 371 (2)(c)

Money has been paid through cashier and has been paid after signing on salary division books.

III. Financial Regulation 371 (2)(c)

The relevant officers have been instructed to settle the advance soon after the completion of the duty.

IV. Financial Regulation 396

Actions have been taken according to the financial regulations regarding epiry dated cherubs.

(c) Public Administrative Circulars

(I). Circular No 29/92 of 17 August 1992 and No 26/92 (1) of 3 August 1997.

A sticker including state emblem and the name of the authority is stenciled on all motor vehicles.

(II). Paragraphs of 1.1.6 (v) and 1.3.1

(III). of circular No 22/99 of 8 October 1999

Transport facilities are provided for Directors, Assistant Directors by pool vehicles. The approval of the Board of directors is expected to obtain in the future. The approval has been taken from the Department Heads to park vehicles in the night.

(d). Circulars of the Ministry of Finance.

Paragraphs 8.3.9 and 9.4 of public enterprises circular No. PED/12 of 02 June 2003.

The Motor vehicle no HB-1601 of the authority which had been attached to the Ministry has been taken back to the authority since July 2012.

(e). Circular no NPA/8 of 25 January 2006 of National Procurement Agency.

(I). Sections 3.1.4., 3.2.2 and 3.4.2

Actions in terms of procurement manual had been taken in calling for competitive quotations as far as possible and economically profitable goods have been brought on time.

According to the permission of the secretary of the line Ministry, small scale and Ministry Procurement Committees had been appointed and limitations for approval as per the procurement manual had been given.

(II). Section 3.4.1. (d)

Quotations had been called from at least five contractors registered in Institute for Construction, Training and Development (ICTAD) and there can be some situations where low prices had been approved as there are no adequate number of such contractors in the North and East Provinces.

(III). Section 8.13.3.

It is noted in the procurement guidelines that actions can be taken if, permission of Head is provided from 10% , which is the limitation of improbability deviation of contract variation to 30% .

2.2.7. Transactions Done Without Adequate Authority

Approval of the Board of Directors has been obtained by a board paper to follow shop and office act regarding annual leave and overtime payment of officers.

2.2.8. Transactions of Contentious Nature

- (a) When the officers are sent for training their training requirements have been identified and based on their consent they have been sent for training after a proper approval and signing an agreement.

These officers have been given training as they are in the permanent staff and instructions have been given regarding their service period when the long term training is provided.

- (b) Legal actions had been taken to charge money which had not been charged

3. Financial Review

3.1. Financial Results

According to the final financial statements presented,	
the increase of profit of the year 2011	44,967,229.55
Increase of expenditure	115,796,702.79

The deficit for the year under review as compared with the preceding year indicates a decrease as income has decreased and expenditure has increased in massive scale.

3.2. Detailed Financial Review

The value of the capital work in progress has decreased as the value of the assets has increased due to insertion of the value of the buildings which had been in progress to the account.

Goods have been received in the year 2012 for the money paid.

Deposits should be paid and expenses should be paid have increased in 2011 when compared with the year reviewed.

New training centers have been implemented. According to our budget we had been able to buy more capital money and fixed assets. Hence, deferred income was increased.

Electricity and water bills, expenses such as monthly rental for the building, raw materials and other goods needed for training increase with respect to the revision of prices which is done time to time. This may happen due to circumstance beyond our control.

3.3 Increase of Expenditure and Capital Depreciation

4. Operation Review

4.1. Performance

4.1.1. (a) Expected amount could not be fulfilled as there had not been adequate amount of applicants for training and adequate amount of inspectors in District Offices.

(b) (Recruitments can happen on any day in our authority. Therefore, recruitment objectives are set on traditional manner and targets of finishing training are not set.

In some occasions applicants can fail the final test. In such situations certificates are issued after conducting a test again and the same happened in the last few months would have extended the time of issuing certificates up to year 2012.

During the training the apprentices might leave the training .Therefore, the amount of the skilled certificates being issued will be reduced as the amount of tests being conducted decreased. Issuing of certificates will be delayed till next year as receiving of data of apprentices in Village and Situational level was delayed during the last few months

(c) Even though It was expected to conduct 295 programmes, 364 had been conducted.Reasons for this had been the establishment of District offices, working towards to increase trainees in District Offices, conducting advertising campaigns, increase of number of participants, increase of demand for programmes conducted by school career guidance officers

(d) When administration and financial programmes were conducted many number of officers participated and it was possible to conduct many number of programmes and reduce the cost as they were conducted in the Head Office.

(e) Five entrepreneurship training programmes were conducted at Kegalle, Puttlam, Gampaha, Kandy and Kurunagala Districts. Due to administration issues providence of priority for these programmes has been neglected.

(f) Due to lack of resource persons and lack of Inspectors in district office , expected courses to be the Entrepreneurship Development Division werw not done.

4.2. Management Inefficiencies

- (a) Funds are requested from the General Treasury along with the recommendations from the line Ministry as per the monthly requirement.
- (b) Custom duties for these vehicles have been paid as per the assessment of Sri Lanka Custom with the concurrence of the Ministry and the General Treasury.

This vehicle has not met with any accident on this day. Hence, it is not necessary to conduct an investigation in terms of F.R.104.

No any payment has been made for such repairs as this vehicle has not met with an accident. A driver has not been attached by this date.

This vehicle utilized/ obtained by the authority on 23 February 2010 has not been repaired to date as it is not profitable to the authority. The recommendation of the committee appointed for this was to use this vehicle as a training consumable for Apprentice Training.

- (c). Relevant agreements have been made in 2012 and the fixed income will be included in the final accounts of the year 2012.
- (d). Instructions have been given at the directors meeting to edit in a way that can be used for Single episode Tele-drama Programme.

4.3. Idle and underutilized Assets.

Since funds issued by the Treasury by the end of a year are not received during the first two weeks of January, certain amount has to be retained for urgent expenses until such time that reserving of funds for the New Year.

4.4 Recognized Losses

The relevant Desktops do not match with the specifications given by the Metropolitan Institute at the point of purchasing the items. Further, first time the bids were forwarded, bids irrelevant for specifications were rejected as 'Non Responsive Bids'. Accordingly, further actions cannot be taken regarding bids. Hence actions cannot be taken regarding prices. It has been considered as computers have been purchased for training Centers all over the country. Even though there are 11 service centers belong to Metropolitan Office (Pvt) Ltd, there aren't any center as such at North and East regions such as Ampara, Kilinochchi, Vavunia, Mulathive etc. The availability of 34 service centers all over the country belonging to PC House PLC had been one of the reasons to buy computers from that Institute.

Considering above, purchasing computers each costing Rs 47,400/- has not been economically disadvantage to the authority.

If repairs will be done in the future for a higher cost than the forwarded cost, actions will be taken based on a technical report obtained from a qualified technical officer.

4.5 Supply of Resources of Authority to the Ministry and other Government Institutions.

The salary of one officer will be reimbursed to the authority and another officer report to work in the authority.

Two officers have resigned from the job. A request has been forwarded to the Ministry to reimburse the salary of the rest of the officers it will be reimbursed in the future.

4.6 Human resource Management

By the end of 2012, three executive posts, office aid and 102 posts of parallel grade and twenty two posts in Junior Manager level have been recruited.

4.7. Utilization of Vehicles

4.7.1. It is expected to act according to the financial regulation no 104 regarding vehicle accidents.

4.7.2. That annexure includes expenditure on vehicle repairs and vehicle services.

4.7.3. The relevant Officers were instructed to properly document the removed parts.

5. Accounts and control

5.1. Financial Statements

Accounts which were done manually were computerized and the National Institutes and District Offices were combined. Accordingly, an improvement can be seen.

5.2. Annual combined Plan and Action Plan.

The estimated targets were not fulfilled as the required funds were not received. Necessary actions will be taken in the future to change planned activities which cannot be done as a result of lack of required funds.

5.3. Internal Audit

Retirements, gratuity payments, resignations had been increased in the year 2011 and therefore, it was required to review it 100%. There had been increase in the amount of contract payments throughout the year and therefore 100% review on it was required.

According to the annual audit plan, more than 17 audits reviews have been done. Even though the staff was inadequate, many numbers of reviews had been done according to the annual Audit reviews during the year 2012.

5.4. Budgetary Control

Electricity and water bills ,expenses such as monthly monthly rental for the building, raw materials and other goods needed for training increase with respect to the revision of prices which is done time to time . This may happen due to circumstance beyond our control.

6. System and Control

The relevant officers have been made aware to avoid defects and weaknesses in future having paid special attention to the deficiencies depicted through the audit.