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මුன்றරාම් නිලාකකල්වි, තොමුරිකල්වි ආනෙකුකුමු
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



සෞචික කටයුතු හා විපුලතා සංවර්ධන අමාත්‍යාංශය
இளைஞர் அலுவலர்கள் மற்றும் திறன்கள் அபிவிருத்தி அமைச்சு
Ministry of Youth Affairs & Skills Development

දිනය } 15/02/2012
திகதி }
Date }

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எனது எண் }
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NVQ Circular 02 / 2012

Trainer – Trainee Ratio for Technical and Vocational Education and Training Courses

NVQ Steering Committee meeting on January 30, 2012, had a lengthy deliberation on trainer – trainee ratio and made following decisions on trainer – trainee ratio appropriate to the Technical and Vocational Training Courses.

1. Trainer – Trainee Ratio for Lectures / Instruction classes

Under normal classroom situation, it is recommended to have maximum trainer – trainee ratio of 1 – 40. Here Trainer – Trainee ratio may be further increased with the facilities for sound amplification and for all trainees have the view of trainer within the class room.

2. Trainer – Trainee Ratio for Practical Works

Trainer – Trainee ratio for practical work should not exceed 1: 20. Rationale for this ratio is explained below.

- 2.1 In a practical session of dismantling and assembling of an engine, there should be one engine for a group of 6 trainees. This is the appropriate group size to facilitate opportunities for all trainees to engage in the practical works. One trainer could handle maximum of three groups of 6 trainees. Then trainer – trainee ratio is 1 – 18.
- 2.2 In IT software practical, appropriate trainee – equipment ratio is two per one computer. Here trainer could handle a class of ten computers with 20 trainees. Then trainer – trainee ratio is 1 – 20.
- 2.3 In order to provide opportunities for all trainees to engage in practical works, Training equipment and facilities should be sufficient and practical sessions should be planned with appropriate size of trainee groups.
- 2.4 When lectures / Instruction and practical works are integrated and conducted simultaneously, trainer – trainee ratio of 1 – 20 should be set considering it as a practical session.

3 Increasing number of trainees in a course while maintaining recommended Trainer – Trainee Ratio.

It is necessary to employ qualified and experienced trainers to conduct instruction classes, plan lessons and practical works. Under his or her supervision, a number of junior instructors / Demonstrators could conduct practical classes as junior instructor / Demonstrator – trainee ratio would not exceed 1 – 20. Here junior instructors / Demonstrators employed from recent passed out batch on temporary basis are also acceptable. This type of arrangements could increase number of trainees in a course while maintaining appropriate trainer – trainee ratio.

B. H. S. Suraweera
Acting Director General

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"ජාතික වෘත්තීය සුදුසුකම් මගින් පිළියත් වෘත්තීය විපුලතාවයන්" "NVQ කොටසක ආකෘතිගතව පිළිගන්නා සාක්ෂිපතක් ලෙසින්" "Certified Vocational Competencies through NVQ"