

PART E-CURRICULUM AND COURSE DURATION DETAILS					
No	(1) Module No	(2) Module Name	(3) Duration (Hrs)		(4) Relevant National Skills Standard (NSS) unit codes
			Theory	Practical	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
TOTAL DURATION OF COURSE			[] + []	▶ [] Hrs ▶ [] Months ▶ [] Yrs	

PART F – IN-PLANT TRAINING DETAILS

(1).Do you arrange in-plant training to the Trainees (Please tick)		Y[] ► Complete F all parts			N[] ► Please go to part G		
No	(2).Unit of Competency (eg:U03)	(3).Elements of Competency eg:(1,3,5..)	(4).Time allocation (Hrs)	(5).Where the training is conducted. (If space is not sufficient, attached a list)			
i							
ii							
iii							
iv							
v							
vi							
TOTAL DURATION OF IN-PLANT TRAINING			[]Hrs	[]Month ►	[]Year		

PART G TRAINING DELIVERY DOCUMENTS (Please tick)

1. Have you prepared a year plan for entire course length	Y[] ► please attach a copy	N[]
2. Have you prepared a scheme of training (T1) for entire course length	Y[] ► please attach a copy for <u>one module</u>	N[]
3. Have you prepared a Lesson plan (T2) for entire course length	Y[] ► please attach a copy for <u>one module</u>	N[]
4. Have you prepared a weekly time table	Y[] ► please attach a copy for <u>one week</u>	N[]
5. Are you maintaining a student assessment checklist	Y[] ► please attach one <u>sample copy</u>	N[]
6. Are you maintaining a student progress record book	Y[]	N[]

PART H (a) TRAINING FACILITIES

1.No. of Class Room(s)	[] ► Available floor area for theory class room (for a student)	[] sq.m
2.No.of Work shop(s) (In this training)	[] ► Available floor area for practical class room (for a student)	[] sq.m
3.No. of technical laboratory (if applicable)	[] ► Available floor area for practical class room (for a student)	[] sq.m
4.Other(If, please explain):		

PART H (b) Details of Machinery & Equipment & available for the course (Please do not attach any photocopy. Write the brief description on the space given below)

No	Name of machineries & equipment	Basic Specifications	Quantity used	Utilizations for this Course (Hrs)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

PART H (c) Tools(Group of the Tools) eg: Number of sets of wood working tools)

No	Name of the group of tools	Quantity used	Utilizations for this Course (Hrs)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

PART H (d) OTHER FACILITIES

i. First aid facilities available	Y[] N[]	v. Instructor-Trainee ratio for theory class	[:]
ii. Wash room available	Y[] N[]	vi. Instructor-Trainee ratio for practical class	[:]
iii. Lighting/power supply available	Y[] N[]	vii. Maximum number of trainees admissible to the course at a time	[]
iv. Safety Measure	Y[] N[]	viii. Present number of trainee in the course (at the submission of application)	[]

PART I ACADEMIC STAFF ATTACHED TO THE COURSE (Please attach CVs & copies of certificates pertaining to qualification of the academic staff)

No	Name	Designation	Academic/ Professional Qualification (Maximum qualification)	Industrial Experience (Yrs)	Teaching experience (Yrs)	Subjects/Module taught in the course	Teaching/ Demonstration (Hrs)
1							
2							
3							
4							

If space is not sufficient, attach academic staff details as the above format

PART J (a) STUDENTS' ENTRY REQUIREMENT**PART J (b) STUDENTS SELECTION PROCEDURE** (Please tick)

1. Students' minimum entry academic/competency qualification:	1. An Aptitude/entrance test only	Y[]	N[]
2. Age limit : [] Yrs	2. An Aptitude/entrance and test interview only	Y[]	N[]
3. Other :	3. Interview only	Y[]	N[]
	4. Other :		

PART K CERTIFICATION (Please tick)

1. Do you award a certificate from your institute to the students	Y[] ▶ Please attach a copy	N[]
2. Do you have any scheme of survey of students to find employment after completing the course	Y[]	N[]
3. Other:		

PART L-DETAILS OF QUALITY MANAGEMENT SYSTEM (QMS) -If, available

(1). Have you installed a Quality Management System? (Please tick appropriate answer)	Y[] ▶ Go to PART L(2)	N[] ▶ Go to PART M	(2). Type of Quality Management System (QMS) (Please tick & ▶ Go to PART L(3)) TVEC-QMS [] SLSI [] ISO [] Other :
	(3) Date Installed No. of Audits already done Last date of Audit Conducted dd / mm / yy [] dd / mm / yy		



PART M (a) TVEC, Accreditation Assessment-PAYMENT

Application submission fee Rs100.00	Total fee paid Rs. (please write)
Assessment fee Rs2000.00 <i>(Fees may vary without prior notice)</i>	
Method of Payment	In case of money order, please write to Deputy Director (finance), TVEC paying post office is Narahenpita. (Please, enclose the money order with your application)
Cash [] ▶ Please write receipt No []	
*Money order [] ▶ Please write ref No. []	
Other:	
*The accreditation assessment will be made after realization the payment.	

PART N-CHECKLIST (This section MUST be completed) <small>(Please tick appropriate answer)</small>			Office use only	
1) Have you duly fill all the cages to the application	Y[]	N[]	Y[]	N[]
2) Have you attached the summary of curriculum (If CBT curriculum is not used)	Y[]	N[]	Y[]	N[]
3) Have you attached the training contract for in-plant training (if applicable)	Y[]	N[]	Y[]	N[]
4) Have you attached a copy of year plan to entire course length	Y[]	N[]	Y[]	N[]
5) Have you attached a copy of Scheme of training (T1) for one module	Y[]	N[]	Y[]	N[]
6) Have you attached a copy of Lesson plan (T2) for one module	Y[]	N[]	Y[]	N[]
7) Have you attached a weekly time table for one week	Y[]	N[]	Y[]	N[]
8) Have you attached a student assessment checklist (sample copy)	Y[]	N[]	Y[]	N[]
9) Have you attached a detailed sketch of the location of the institute (please indicate distance from your nearest town in the sketch)	Y[]	N[]	Y[]	N[]
10) Have you attached copies of CVs and certificates pertaining to qualifications of academic staff attached to the course	Y[]	N[]	Y[]	N[]
11) Have you attached a sample copy of certificate which is being awarded from your institute to the students	Y[]	N[]	Y[]	N[]
12) Have you enclosed the payment	Y[]	N[]	Y[]	N[]

Failure to follow the above instructions will delay the processing your application

Note: Please attach the above supporting documents according to order

DECLARATION This acknowledgement must be signed by the main applicant

BY SIGNING THIS APPLICATION:
 I declare that all information provided in or with this application is true and correct.
 I hereby authorise TVEC to make any enquiries it considers necessary or desirable to assist in the processing of my application and/or assessment of Course

Name of Applicant (Head of Institute)		Official stamp
Signature of Applicant (Head of Institute)		
Date	dd / mm/ yy	

APPLICATION TO BE SENT TO:		Contact us:	
Director General Tertiary and Vocational Education Commission "Nipunatha Piyasa" ,3 rd Floor, 354/2 Elvitigala Mw Narahenpita, Colombo-05. Please mark " Accreditation Application " on top left corner of envelope.		Director(Standards & Accreditation) Tel :011-5349291 Ex:15, 011-2555045/011-2555031/011-5367713 Fax :011-2555007 Email :info@tvec.gov.lk Web :www.tvec.gov.lk	
Office use only			
Desk evaluator's Name:		Signature :	Date : dd/mm/yy
Remarks(lf):			

GUIDELINES FOR FILLING THE APPLICATION:

PART A:

- Applicant is required to write the currently available Title of Course in PART A (1). Eg: NCECP –Fitter Machinist.
- To fill PART A (2) refer the relevant National Skills Standards (NSS)* and write the appropriate title that is appear on the NSS.
Eg: Machinist
- To fill PART A (3), which details can be obtained from the front page of the National Skills Standard (NSS)*

PART B:

- Applicant is kindly required to refer the registration certificate issued by the Tertiary and Vocational Education Commission (TVEC) where you can find the details for PART B (2.1), PART B (2.2) and PART B (2.3)

PART C:

- To fill PART C (a) and PART C (b) refer the relevant National Skills Standard (NSS)* where you can find qualification package (PART C (a)) and relevant units of National Skills Standard (PART C (b))
- To fill PART C(c) the training provider has to decide

PART D & PART E

- If you choose PART D (1.1): use relevant matching-sheet* to identify the relevant Module No for PART E (1), Module Name for PART E (2) and Duration(Hrs) for PART E (3) from the CBT curriculum* pack for selected Qualification code s in PART C(b)
- If you choose PART D (1.2) : Use relevant National Skills Standard(NSS)* and compile with your curriculum in relation to meet the Skills and Competency area(Which are mentioned in National Skills Standard*) and customize the relevant module(s) from your curriculum and write your curriculum; Module No for PART E (1), your curriculum; Module Name for PART E (2) and Duration(Hrs) for PART E (3) and relevant National Skills Standard* Code(NSS) PART E(4).
- (In this option applicant must fill in the section PART E (1),(2),(3)&(4) and stickly advice not to propose to refer to any attachments is in your application. **YOU MUST FILL**)

PART F:

- Part F(2),(3) can be obtained from the relevant National Skills Standards. Please, write down the place of training in F(5).Eg1:Electricity board,Galle

PART G:

- In this section, you must prepare the training delivery documents to entire course length and forward (sample copy) alone with this application only for one module. See all the underline part.

PART H:

- PART H (b) & PART H (c) you must indicate the utilization of tools and equipment for one batch/Group in Hrs to entire course.

PART I:

- PART I academic staff(s) who involved in this particular course must be mentioned.

PART J:

- PART J(a) Student entry requirement to this particular course Eq: G.C.E (O/L) or if, students have no academy qualification please, mention any competent qualification etc..

*Available at

Tertiary and Vocational Education Commission, "Nipunatha Piyasa" ,3rd Floor, 354/2 Elvitigala Mw, Narahenpita, Colombo-05.

Tel:011-5349291Ex:15/011-2555045/011-2555031/011-5367713/Fax011-2555007web:www.tvec.gov.lk email:info@tvec.gov.lk