



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**Minutes of meeting No: 2017/08/230 of the
Tertiary and Vocational Education Commission
held at 3.30 p.m. on 19th September 2017, at the Conference Room,
“Nipunatha Piyasa”, 3rd Floor, 354/2, Elvitigala Mawatha, Colombo 5.**

Present

Prof. Rajiva Wijesinha	Chairman
Mrs. Malkanthi Jayawardane	Ex-Officio Member
Eng.(Dr).Lionel Pinto	Ex-Officio Member
Dr. Hilary E Silva	Ex-Officio Member
Mrs. Chandra Wickramasinghe	Ex-Officio Member
Mr. Hemal Kasthuriarachchi	Treasury Representative
Dr. (Ven). Kirinde Assaji Thero	Appointed Member
Fr. N.A.H.Pinto	Appointed Member
Mr. Buddika Ruwan Madihahewa	Appointed Member
Mr. Vadivel Puththirasigamoney	Appointed Member
Dr.T.A.Piyasiri	Appointed Member
Mr.H.L.C.G.Wijesekara	Appointed Member
Mr.N.M.Kithsiri Ananda	Appointed Member
Dr.K.L.Chandratilake	Appointed Member
Mr.Anjana Dodangoda	Appointed Member

Excused

Mr. Shehan Senawirathne	Ex-Officio Member
Mr. P.K.A.Gunawardhane	Appointed Member

In Attendance

Samanthi Kariyawasam
Assistant Director (Legal) and Board Secretary

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19th September 2017
Meeting No. 2017/08/230

Preliminaries

1 Welcome

Prof. Rajiva Wijesinha, the Chairman of the TVEC, warmly welcomed all members to meeting No. 2017/08/230 of the Commission in 2017 held on 19th of September at the Conference Room of TVEC.

2 Confirmation of the Minutes

The Minutes of the Commission Meeting No. 2017/07/229 held on 24th August 2017 were adopted after being proposed by Dr.K.L.Chandrathilake and seconded by Mr. Vadivel Puththirasigamoney subject to the following corrections.

Item: 3.1

The Commission advised to correct the sentence of this item “... had occurred in the future.” to “... **had occurred in the past.**”

Item: 4.5

The Commission advised to correct the last sentence of this item “... submit as a separate Memo” to “... **submit a proposal to this effect.**”

Item: 5.4

The Commission advised to correct the word ‘possession’ to ‘**position**’ in the third line of this item and advised to include full stops between the words ‘**numbers**’ and ‘**it**’ of the third line.

*The sentence was corrected to ‘**The Chairman acknowledged NAITA’s decision to not make OJT compulsory for NVQ level 3 courses.**’*

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3 Commission Memos

3.1 Commission Memo No. 230/01 –ආයතන පරීක්ෂාව සඳහා නිවාඩු දිනයන් සඳහා කුළු පදනම මත වාහන ලබා ගැනීම

The Commission did not approve the Commission Memo and directed to prepare a roster for drivers to work during weekends. The commission advised to not spend unnecessarily with the availability of adequate drivers and vehicles in the office.

D(Admin)

3.2 Commission Memo No. 230/02 – විදේශීය පුහුණු වැඩසටහන සඳහා අනුමැතිය

The Commission pointed out that the funds have been already allocated for the officer to complete his Masters, and the course content of this foreign training is not suitable for his existing studies.

D(Admin)

The Commission did not approve the Commission Memo.

3.3 Commission Memo No. 230/03 – සංවර්ධන නිලධාරී තනතුර සඳහා අභ්‍යන්තර බඳවා ගැනීම

The Commission pointed out the section 5.3(ඇ) (i) of the SoR “මෙම සේවා ගණයට සිදුකරනු ලබන සියලුම පත් කිරීම්/බඳවා ගැනීම් මෙන්ම සේවා ගණය තුළ උසස් කිරීම්ද මෙම පටිපාටියෙහි විධිවිධානයට තරයේ අනුකූල වන පරිදි පමණක් සිදුකල යුතුය”

The Commission advised to follow SoR guidance for internal promotions and the Commission did not approve the Commission Memo.

D(Admin)

3.4 Commission Memo No. 230/04 – නායකත්වය හා පෞරුෂ වර්ධන දෙදින පුහුණු වැඩසටහන

Dr. Hilary E Silva pointed out that this outbound training has not been included in the Action Plan of 2017 and the Commission did not approve the memo.

D(Admin)

3.5 Commission Memo No. 230/05 – Reimbursement of Additional fuel Expenses

The Commission approved the expenditure incurred for fuel for the month of August 2017, according to the recommendation of the Commission Memo.

D(Admin)



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3.6 Commission Memo No. 230/06 – Revision of Commission Memo No.225/09/A,225/09/B, 225/09/C on Guidelines on NVQ Assessment for Recognition of prior Learning (NVQ Level 2-4)

The Commission approved to include the following trades under the criteria mentioned in the previously mentioned Memos. (Industry experience of Informal Employment and Own Account Worker can provide their experience with Grama Niladari Certificates signed by Divisional Secretary)

Above mentioned trades are;

[Wood Craftsman – building, Plumber, Baker, Hair Stylist, Beautician, Pre School Teacher, Sales Representative, Cinnamon Factor Officer and Handloom Craftsman]

The Commission advised to request training conformation letters for training institutes, centers or persons for Hair Stylist, Beautician and Pre School Teacher trades. The Commission pointed out the importance of having the foundation knowledge of such trades, when starting career in the field.

3.7 Commission Memo No. 230/07– Registration of Training Institutions

The Commission approved the new registration of 05 institutions, renewal of 20 institutions and course inclusion of 01 institution, as listed in the annexures.

The Commission advised to maintain uniformity of titles for certificates in the same NVQ levels in equal trades.

3.8 Commission Memo No. 230/08 – Accreditation of Training Courses

The Commission approved the accreditation of 14 new courses conducted by the Public Sector and 4 courses conducted by the Private & NGO Sector.

The Commission also approved the renewal accreditation of 29 courses conducted by Public sector institutions and 08 courses conducted by Private and NGO sector institutions.

3.9 Commission Memo No.230/09 – Awarding of QMS certification based on ‘SIX by NINE ‘Matrix to TVET Institutions

The Commission approved to award QMS certification for M/s London Tec City Campus, according to the recommendation of the Commission Memo.

D(Q&A)

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D(R,A
&QMS)

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&QMS)



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3.10 Commission Memo No. 230/10 - Development of an Occupational outlook Handbook for construction Industry sector

The concept was highly appreciated and the Commission noted the high cost factor and advised to revise the budget. ~~Since however it was reported that a Handbook had been commissioned by SSDP from other sources, the Commission advised to check with the SSDP whether they would continue to fund this activities under this circumstance and before submitting the submit a Memo at the next commission meeting.~~

~~Dr. T. Piyasiri pointed out that the TVEC could undertake printing under the normal procedure. is able to do printing under the normal procedure.~~

3.11 Commission Memo No. 230/01/A – Endorsement of National Competency Standards and Curriculum Dress Maker/Tailor(Ladies)-NVQ Level 04

The Commission endorsed the National Competency Standards and Curriculum for Dress Maker/Tailor (Ladies)-NVQ Level 04.

The Commission advised to publish only the curriculum on the website, and the NCS will be used for assessment purposes.

3.12 Commission Memo No. 230/02/A – Vehicles Maintenance Cost 2017 May 01 to 2017 June 30

The Commission noted the maintenance cost of vehicles for the month May 01 to June 30 in 2017.

3.13 Commission Memo No. 230/03/A – Proposed Quality Improvement System (QIS) Manual to be implemented at Vocational Training Centers

The Commission noted the Memo and decided to take it up at the next Commission meeting with their observations.

3.14 Commission Memo No. 230/04/A – Enterprise Resources Planning (EPR) System for TVEC

D(IL)

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D(NCS, Curricula & NVQ)

D(Admin)

D(R,A & QMS)

D(IS) DD(Internal Audit)



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The Commission acknowledged the report on Enterprise Resources Planning (ERP) system and advised to implement as per the TVEC requirement.

3.15 Commission Memo No. 230/05/A –Trainer Training Programm for Industry Trainers by Manufacturing and Engineering Services Industry skills Council (MESSCO)

Mr. Melvin Samarasinghe, Chairman of MESSCO explained the importance of Foundry Industry training and he ensured that they would appoint a panel to prepare the suitable criteria to select trainers. He also informed that the Director General of the Industrial Development Board is a member of the panel. Dr. T. Piyasiri agreed to be on the panel. The Commission pointed out the importance of conforming to ~~the~~ government to achieve training outcomes.

D(IL)

The Commission approved the policy of trainer training programmes and advised to consider government regulations and call quotations through web.

The Commission advised to inform quotation details to Commission members and get covering approval, until submitting the memo at the next Commission meeting.

3.16 Commission Memo No. 230/06/A – Qualification and Experience for Assessors (NVQ Level 4)

D(Q & A)

The Commission approved the qualifications of NVQ Level 4 Assessors, subject to the recommendation of the NVQ steering committee.

3.17 Commission Memo No. 230/07/A – Eligibility Interview for NVQ Level 4 Courses

D(Q & A)

The Commission approved to implement the eligibility interview for NVQ Level 4 courses, according to the recommendation of the Commission memo.

3.18 Commission Memo No. 230/08/A –ජාතික වෘත්තීය සුදුසුකම් ලබාදීම සඳහා පවත්වනු ලබන ඇගයීම් කටයුතුවල ඵලදායිතාවය ඉහල නැංවීම

D(Q & A)

D(Q&A) explain the solutions that they had taken to solve such problems.



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1. TVEC has given the authority to appoint assessors from institutions and they need to inform the names of appointed assessors. The names must be given to the TVEC to approve such appointments within three days. If there is no reply within three days, institutions can assume that **approval** has been granted by the TVEC.

TVEC requested to not appoint assessors in their own District.

2. Updated information of assessors has been collected and such updated information will be uploaded to the web within a short period.

3. Applications are always available on the web and all agencies were informed to forward in their applications.

4. Rs.10 million was received for assessor payments and continuing payments. An additional Rs.8 million will be received from **the** treasury to achieve payment targets.

5.& 6. TVEC has taken a decision to prepare a common time table for **Summative** Exams to solve the problem.

7. Written test – need requisition of institutions to conduct such exams and it should be submitted within reasonable time duration to schedule exams.

Viva – Institutions were given authority to conduct viva tests.

8. Informed that all institutions are aware to report to the TVEC such malpractices of assessors within a short period to get immediate action.

9. D(S&A) informed that they have prepared a system to upload final assessment results to the website immediately.

10. D(S&A) informed that they have two more staff members to print certificates and the backlog will be cleared before 10th of October.

4. Matters under any other business.

4.1 TVEC Act- Revised draft Bill was submitted to the Commission and requested suggestions and proposals for it.

4.2 All Directors and Acting Directors of the TVEC [(Administration), (Registration, Accreditation & QMS), (NVQ Curriculum & NCS),(Planning and Research), (Quality Assurance and Assessment Regulation), (Industrial



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Liaisons) and (Information systems) explained functions and duties of their divisions to convey an overall awareness of key functions of TVEC to newly appointed Commission members.

4.3 VTA Chairman stated that there is a policy to place trainees for OJT through NAITA but NAITA has no capacity to monitor island wide and he proposed to place trainees for OJT by the training provider (institution) and give the responsibility to instructors. The Chairman declared, the matter will be discussed at the next NVQ steering committee meeting and institutional heads were invited for this meeting.

4.4 The Commission strictly advised to prepare Commission Memos according to a uniform format including background, goals, request and recommendations. Signatures of relevant Directors and Director General should be included with the words of **“Recommended and forward for the approval of the Commission”**

It was decided to hold the next Commission Meeting at 3.30 pm on 24th October 2017 at the conference room of the TVEC

Samanthi Kariyawasam
Assistant Director (Legal) and Board Secretary

Cc. Secretary,
Ministry of Skills Development and Vocational Training