

# **Guideline for Registration of Training Providers/Institutions**

**Tertiary and Vocational Education Commission  
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354/2, Elvitigala Mawatha  
Colombo 05.**

**R,A & QMS Division  
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## **Registration of Training Providers**

### **1. Introduction**

The quality assurance of Technical and Vocational Education and Training (TVET) begins with institutional registration. All training providers are required to meet at least minimum requirements to obtain institutional registration. In terms of provisions of the Tertiary and Vocational Education (TVE) Act no. 20 of 1990, it is mandatory for all TVET institutions to obtain TVEC registration to conduct tertiary education or vocational training in Sri Lanka. Registration of training institutions was initially implemented according to a set of interim regulations published in the Government Gazette in 1991. In 1995, the Development Plan for Registration of training institutions was prepared and published by the TVEC in the Government Gazette (Extra Ordinary) No. 887/8 dated 07 September 1995. The Development Plan sets out the policy, procedure and criteria of registration of training institutes.

The purpose of registration is to -

- a. Recognize institutions which have demonstrated capacity in providing TVET in keeping with the needs of the economy;
- b. Raise and maintain academic and professional standards in institutions;
- c. Guide institutions to improve the management and delivery of training and to increase the quality and market relevance of training;
- d. Help training institutions to establish credibility among the general public;
- e. Assist job seekers in identifying recognized training; and
- f. Help employers to identify institutions offering good/ quality training through which trainees are prepared for employment.
- g. The registration of institutions and their courses gives confidence to students, parents, employers, government and all stakeholders, that training delivery, student assessment and certification meet specified / requirements/ criteria.

### **2. Mandate of the Tertiary and Vocational Education Commission(TVEC) on registration of institutions and courses**

2.1 Relevant section of the Tertiary and Vocational Education (TVE) Act no. 20 of 1990 on registration is given below :

- a. No person shall, establish, manage, run or control any institute for the provision of tertiary education and vocational education, or tertiary education or vocational education without being registered under this Act. -*Section 14.(1)of the Act ;*

- b. No person or establishment shall conduct any tertiary education and vocational education or tertiary education course or vocational education course being a specified course without being registered under this Act. -*Section 15.(1) of the Act*; and
- c. No person or establishment shall conduct any examination for conferring or granting any tertiary education award or vocational education award, without being registered with the Director-General under this Act. -*Section 16.(1) of the Act*.

2.2 Powers conferred to the Commission particularly under Section 17 (1), 18 and 20 (1) of the Act (excerpted given below) are to ensure that the training provided by institutions is of quality, is relevant to market needs, and is in keeping with the human resources needs of the economy.

Section 17 (1) of the Act:

“17. (1) The Commission may exercise the following powers in respect of any institute registered under section 14 and any person and establishment registered under Section 15 :-

- a. to determine the courses of studies and training to be provided at any institute registered under Section 14 ;
- b. to determine the requirements for admission to -
  - (i). each study and training course conducted by any registered person or establishment ; and
  - (ii).each specified course ;
- c. to determine the qualifications of the staff ;
- d. to issue guidelines for -
  - (i). the curricula in respect of courses of study ; and
  - (ii).the syllabus in respect of training courses, and to ensure the compliance of such guidelines by registered institutes, persons or establishments conducting specified courses ;
- e. to determine the academic and training standards to be maintained;
- f. to determine the type of examinations to be conducted for the granting of certificates, distinctions and other awards;
- g. to determine the facilities necessary to ensure the proper welfare of the students and the staff;
- h. to determine the duties of managers and heads of registered institutes and the manner of the performance of their duties;
- i. to approve the curriculum and determine the manner in which any examination is to be conducted in respect of national tertiary education awards and vocational education awards;

- j. to determine the qualifications, period of training, salaries, appointment, grading, suspension and removal of instructors;
- k. to determine the days on which and the hours during which students shall attend lectures and the days which shall be observed as holidays by all registered institutes and places where specified courses are conducted;
- l. to determine the standards of accommodation to be maintained in registered institutes and any place where specified courses are conducted; and
- m. to determine the manner of exhibition of notices by a person conducting any specified course under Section 15.”

Section 18 of the Act:

“18. The Director-General or any officer assisting the Director – General to whom such power is delegated, shall have the power –

- a. to call for information and returns from -
  - i. registered institutes ;
  - ii. persons and establishments conducting specified courses; and
  - iii. persons and establishment conducting registered examinations, as are required by the Commission; and
- b. to enter and inspect the premises of a registered institute, person or establishment, or any premises where any specified course is being conducted”.

Section 20 (1) of the Act:

The Commission shall have the power to cancel registration granted under section 14 or 15 on any one or more of the following grounds :-

- a. action in violation of national policy ;
- b. action in contravention of the Development Plan ;
- c. breach of any conditions of registration or any condition imposed by the Commission under the provisions of section 17;
- d. improper conduct of examinations;
- e. inability to impart instructions in accordance with any rules made by the Commission in that behalf;
- f. mismanagement of the affairs of any registered institute or any person or any establishment conducting a specified course; and
- g. failure to provide information or permit inspection under Section 18.”

### **3. Pre-registration of training institutions**

In following instances, training institution can apply for letter of pre-registration from the TVEC, prior to the commencement of training.

- To obtain individual business registration from the Divisional Secretariat/Provincial Council/ Registrar of Companies
- To sign 'Memorandum of Understanding with other institution/agency
- To recruit resource persons to deliver the training
- To conduct publicity programmes for recruiting students

To obtain the letter of pre-registration, training institution is required to submit registration application and a report covering following elements.

- i. Detail curriculum for proposed courses
- ii. List of tools and equipment available to conduct the proposed courses
- iii. Available infrastructure facilities to conduct the proposed courses
- iv. Method and resources available to conduct formative and summative assessment
- v. Financial viability (Audited accounts)

The TVEC will appoint a panel of evaluators to check suitability of pre-registration. After verifying the evaluation report, recommendations will be forwarded to the Commission for its approval and letter of pre-registration will be issued.

### **4. Criteria for registration**

#### **a. An established location and a regular office or place of business**

Established location is consider to be permanent place either own premises or place having a lease or rental agreement that gives security of tenure to ensure that learning is conducted in a stable environment over a period of time. Private sector training providers are required to submit a Business/Company registration certificate and NGOs/INGOs are required to submit NGO/INGO certificate.

#### **b. A name board put up in a conspicuous place**

Name of the institute and address painted or affixed in legible characters in the language in which courses are conducted, put up in a conspicuous place at or near the entrance to the institute.

**c. Adequate space for classrooms, workshops and laboratories that facilitate satisfactory provision of training**

Space of the classroom should be adequate for number of student recruited or planning to be recruited. Space of the workshops and laboratories for large and small group learning should be adequate to do the practical training and laboratory works for specific programme. TVEC circular no. 02/2012 elaborates trainer: trainee ratio for TVET courses.

**d. Basic amenities such as drinking water, light, ventilation, fire protection, first aid, sanitation.**

Basic amenities should be complied with number of students participated for the courses, space and location of the building etc.

- Toilet requirement is 25: 1 (25 students for one toilet) with water (commode or squatting pan)
- Drinking water should be available free
- All classrooms should be comfortable to stay for more than 3 hours
- Adequate light for reading, writing and work
- Single or three phase electricity supply with safety requirements
- Safety for students and others basic first aid requirements with trained staff for first aid should available
- Fire protection measures should be taken, trained staff, assembly points
- Waste/garbage/waste water should dispose/discharge in an acceptable manner
- Sanitization and sanitary facilities

**e. Valid and adequate curricula with timetables**

National Competency Standards (NCS) and Competency Based Training (CBT) Curricula for industry demanded courses are available at the TVEC. Training institutions are required to develop their own curriculum (for Non NVQ courses) with time frame for each module if they do not follow NCSs and CBT curricula endorsed by the TVEC. Course delivery plan with time table should be prepared based on the curriculum. All courses should be conducted according to the time tables and time table should reflect the course duration given in the curriculum. A copy of course delivery plan should be available for student's information and master copy should be available at the training centre.

Minimum course duration for different categories are given in the NVQ circular no.02/year 2015 published in TVEC website. In addition, training providers should adhere to followings:

- Entry qualification of students should satisfy the necessary competency requirements to follow the course
- Training course should comply with course duration, capacities of class rooms, workshops, laboratories
- Training course should comply with trainer trainee ratio (TVEC circular 02/2012)
- Training course should have a curriculum outline, detailed curriculum and recommended references
- For training courses, calibration of instruments should be done, health and safety requirements ensured, service agreements with maintenance records should be available and all items should be in working order and in use
- Training course should have continuous assessment and final assessment plan
- Evidence for arrangements made/ to be made (MoU, Letter of expression etc.)

**f. Adequately qualified staff for delivery of courses**

Educational/ Professional qualification of the resource persons should be higher than the course delivered by them. Teacher's highest qualification and teaching experience should align with module/s of the curriculum that he/she teaches. If it is difficult to find resource persons with higher qualifications in some areas, those who are having same vocational qualification with adequate industry experience can be considered. Personal file for each resource persons should be available at the training institution. At least one permanent staff member should be available for each course to deliver or to coordinate the delivery of training course.

Teach staff of each course should be emotionally stable and self-organized, able to communicate well and be prepared to be role models when it comes to work ethics and imparting societal values. They must be ready to engage in lifelong learning to cope with rapid change in their subjects and willing to undergo professional development and to continuously update their teaching skills, while also developing soft skills themselves, with the ability to impart these to their students.



**g. Use of appropriate teaching methods**

Resource persons/Trainers are required to develop their own lesson plans with different teaching methods including learner activities which facilitate the learning process. Resource persons are required to follow teaching methodology/pedagogy programme to upgrade their teaching skills

**h. Use valid and appropriate methods for assessment of competencies of students**

Formative assessment (continuous assessment) is a vital component in vocational training. Training institutions are required to develop tools for formative assessment. Regular feedback on competency development should be provided to the students based on the formative assessment. Certification has to be done after conducting the summative assessment (final assessment). Training institutions are required to maintain the results of formative assessment and summative assessment for each student.

**i. Adopt accepted methods in exhibiting notices and advertisements**

Training institutions should adhere to accepted norms and guidelines issued by the TVEC in exhibiting notices and advertisements offering courses of studies.

- Annexure 1- Instructions to training institutions registered with the TVEC
- Annexure 2 - TVEC circular no. 01/ year 2013 on TVEC logo and government crest

**j. Sufficient staff for management of the institute**

There should be a responsible person for providing information in each course to the stakeholders as necessary. The management of the training institution is required to maintain following records related to teaching learning process

- Form no. R1 – Student enrolment
- Form no. R2 - Student attendance
- Form no. R3 - Details of certificate awarded
- Form no. R4 - Teacher’s daily diary / logbook
- Form no. R5 – Assignments and continuous assessments results sheet

Detail information is given below in section 6 - *Records to be maintained by registered training providers*

## 5. Submission of application for institute and course registration

To register with the TVEC, the training provider is required to submit an application through online. Procedure for submitting application is given below;

*(Before apply through online please refer institute registration criteria and gather required information of your training institution in order to complete online application)*

- i. Please visit [www.tvec.gov.lk](http://www.tvec.gov.lk)
- ii. Click 'Registration of Training Institutions – Apply online'
- iii. Click 'New Applicant – User ID and Password Request'
- iv. Fill all compulsory columns marked in red  
*NIC number is necessary for traceability*  
*Email address is necessary to link with data base and for correspondence*  
*Name of training centre should be same name as Business Registration (scope of business should be vocational training or similar)*
- v. System generated user id and password will be delivered to the given email for all acceptable request. Incomplete request will be rejected with email notification.
- vi. After receiving user ID and password, Again click 'Registration of Training Institutions – Apply online'
- vii. Please enter user id and password and login to your temporary interface and fill required details page by page as given below.  
*First Page – Applicant and training centre details (please fill details and save in order to access next page)*  
*Second page – Infrastructure facilities and common amenities details (please fill details and save in order to access next page)*  
*Third page – Course details (please fill details and save in order to access next page)*  
*Fourth page - Lecturers, Instructors, Demonstrators and Inspectors (please fill details and save in order to access next page, at least a permanent staff is required to complete this page. Permanent staff could be an academic or as a course coordinator)*  
*Fifth page - Non Academic Staff details (please fill details and save)*
- viii. **Payment**  
*Once you complete the application please click payment. Payment can be made either at the office of the TVEC or any branch of the People's Bank(AC no 078100172266044). Please note that transaction reference number should be your **user id**. You are advised to enter the transaction reference number into the system after making the payment. Paid bank slip reference should be displayed on the Bank slip.*  
*Evaluation fee for registration is as follows: Treasury funded institutions – Rs.1,500.00, Private institutions – Rs. 3,000.00*

## 6. Records to be maintained by registered training providers

Management of all registered training providers should maintain following records and provided them for the TVEC authorities when and where necessary.

**a) *Student Enrolment Registry* - Form no. R1**

Training institutions are required to maintain a list of students registered for each course. Sample format is attached as Form no. R1

**b) *Student Attendance Registry* - Form no. R2 -**

Training institutions are required to maintain a Student Attendance Registry for each course as a batch wise or individually depending on the type of delivery. Sample format is attached as Format no. R2.

**c) *Details of Certificate Awarded* - Form no. R3**

Training institutions are required to maintain a record of certificate awarded to the students with the information given in the form no. 3

**d) *Teacher's Daily Diary/ Log book*- Form no. R4**

For the classroom sessions and practical sessions, teacher has to maintain a daily diary/ log book. The topic covered during the session and time spends for each session should be included. Sample format is attached as Format no. R4.

**e) *Assignments and Continuous Assessments Results Sheet* - Form no. R5**

Continuous assessment (Formative assessment) is an essential component of technical and vocational education. It is a method for the collection of evidence and determining a candidate readiness for his or her final assessment. It assists and support learner by providing feedback about performance and progress towards the achievement of competency. Training institutions are required to conduct formative assessment and maintain a record of Assignment and Continuous Assessment result

Training institutions can also develop their own formats which facilitate to provide the information relevant to teaching learning process.

Results of final assessment should be entered to the Form No. 3- Details of Certificate Awarded

## **7. Physical evaluation of training institute for registration**

Once the application completed and submitted to the TVEC , a desk evaluation is to be done to verify sufficiency and accuracy of information. If additional information is required, the TVEC will inform the training institute to provide us in order to arrange physical evaluation. After verifying duly completed application, the TVEC will assign the application for panel of evaluators. They will conduct an in-depth analysis of the application and arrange a registration visit. The purpose of the visit is to confirm that the premises, resources, delivery of training, governance and management, and the institution's overall intentions meet TVEC's requirements and are in line with the Act and Gazette notification. Following the site visit, the panel of evaluators will check suitability of all requirements and if they meet up to the satisfactory level, the panel of evaluators recommends the training institution along with specified course/s for registration to the office of the TVEC.

After verifying the evaluation report, recommendations will be forwarded to the Commission for its approval.

## **8. Certificate of registration, validity period and renewal of registration**

The evaluation report submitted by panel of evaluators will be verified by Director General and the subject Director and to be forwarded to the governing council of the Commission for its approval.

After obtaining the approval of the Commission, the certificate of provisional registration will be sent to the training institute through e-mail. The certificate contains the name and address of the training centre, approved course list and validity period of registration.

Registered training institutions are entitled to conduct training courses and issue certificates only for the training courses mentioned in the registration certificate. If the training institution wish to conduct any other course/s, course inclusion application should be submitted to the TVEC through online.

Validity period of registration is two (02) years. Renewal of registration is required on expiry of the registration period. Availability of valid registration is a legal requirement and there will be legal action and penalties if the requirements are not

fulfilled. Institutions are required to apply for renewal of registration before three (03) months from the date of expiry and there will be an alert notice on renewal through e-mail. If the institute is failed to renew its registration, the institution is displayed as “registration expired” in TVEC website.

#### **9. Registration of courses offering foreign qualifications**

Foreign qualifications proposed to be delivering in Sri Lanka will be registered with TVEC if such qualifications are recognized by the country of origin. There should be a formal contract between the Sri Lankan institute and the international organization. This contract should include the processes for management and award of the qualification to the student in Sri Lanka, and provision for the joint monitoring of quality of training delivery. If the above requirements are satisfied, the TVEC follow same procedure mentioned in above.

#### **10. Registration of open and distance learning programmes**

Technical and Vocational Education and Training courses which conduct through open and distance learning modes can be registered with the TVEC. Institution seeking registration of courses which include open and distance learning, following additional details should be provided to the TVEC for evaluation.

- Qualification description
- Purpose of the course
- Career path and career progression
- Quality assurance procedure for formative and summative assessment
- Technology and academic infrastructure which will support to teaching and learning process

In addition to the online application training institution are required to submit completed application form attached as *Annexure 6 -Application and Evaluation Form for E-Learning/Online Learning/Blended Learning Course*

## INSTRUCTIONS TO TRAINING INSTITUTES REGISTERED WITH THE TVEC

The following instructions should be followed by registered training institutes in respect of registration certificates issued by the TVEC, for conducting training courses.

1. Registration will be valid only for the period mentioned in the certificate.
2. You will be entitled to conduct training courses and issue certificates only for the training courses documented in the registration. If you wish to conduct any other course/s, prior approval (after applying through online) shall be obtained from the TVEC.
3. You shall apply for renewal of registration at the expiry and there will be an alert notice on renewal through e-mail on renewal; if your institute fails to renew the registration one month after expiry, the name of the institute will be appeared in the blacklist and deleted from the list of registered institutes.
4. You are required to maintain the conditions expected and laid down in your application at the time of applying for registration of the institute.
5. You should inform TVEC on any deletions and/or additions to the information furnished therein the application.
6. You are also expected and abide to submit periodic data/information requested by the TVEC from time to time.
7. TVEC inform you to obtain accreditation as early as possible so that you are eligible to award NVQ qualifications for corresponding disciplines.
8. When you promote programmes you may use TVEC registration, however you are expected to refrain from inserting TVEC logo on any of your promotional materials, documents.
9. You may state as '**TVEC registered training institution**' with a '**P**' number given to you in your documents/other materials, but not more than that.
10. If you violate the rules stipulated by the TVEC of above and any misuse of TVEC registration or misconduct in training, TVEC has a right to terminate your registration and/or institute legal actions against you/institution.
11. Each training Institute is required to submit previous year's trainees progress report before 15<sup>th</sup> January of following year.

Further information in this regard is available at [www.tvec.gov.lk](http://www.tvec.gov.lk) or at Tertiary and Vocational Education Commission office, 354/2, Elvitigala Mawatha, Colombo 05.

Telephones – Director (Registration, Accreditation, QMS) 115867712

AD (Registration & Accreditation ,QMS) 011 3054909



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**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**



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 இளைஞர் அமைச்சர் மற்றும் திறமைக் கல்வித்துறை அமைச்சர்  
**Ministry of Youth Affairs & Skills Development**

දිනය 26/02/2013  
 අංකය NVQ Circular No : 1/2013  
 අංකය Mr No. ] TVEC/HEADLEGAL/GENERAL  
 අංකය Your No. ]

Interim circular with Guidellae for use of words "TVEC" and "NVQ" and TVEC logo by TVEC Registered Institutions

1. TVEC Logo and words "TVEC" and "NVQ" are registered at the Registrar of Companies under the ownership of the Tertiary and Vocational Education Commission. Therefore, no person or institution can use them without permission of the Tertiary and Vocational Education Commission.
2. According to Section 14 of the Tertiary and Vocational Education Act No 20 of 1990, all the Technical and Vocational Education and Training Institutions are required to be registered with the TVEC. Those registered institutions will be given written permission to use TVEC logo and words "TVEC" and "NVQ" based on following criteria.
  - i. Registered Training Institutions without Accredited Courses.

Registered Training Institutions are permitted to use "TVEC Registration Number" on the Name Board, Certificates and publicity material of courses listed in TVEC Registration certificate issued to the training centre. Any course not listed in TVEC Registration certificate should not appear on the Name Boards, Certificates and publicity material with TVEC Registration Number.

Registered Training Institutions without Accredited course are not permitted to use TVEC Logo and word "NVQ" in their Name Board, Certificates and publicity material or Name cards.

- ii. Registered Training Institutions with Accredited Courses

Registered Training Institutions with one or more Accredited courses are permitted to use "TVEC Registration Number" and on the Name Board, Certificates and publicity material of courses listed in TVEC Registration certificate issued to the training centre. Any course not listed in TVEC Registration certificate should not appear on the Name Boards, Certificates and publicity material with TVEC Registration Number.

Registered Training Institutions with one or more Accredited courses are permitted to use word "NVQ" on the Name Board, Certificates and publicity material of Accredited courses. Further, names of any non-accredited course shall not appear on name board, certificates or publicity material with word "NVQ".

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 Fax } 011-2540221

වෙබ් අඩවිය } www.tvec.gov.lk  
 Web Site } www.tvec.gov.lk

විද්‍යුත් තැපෑල } info@tvec.gov.lk  
 e-mail } info@tvec.gov.lk

මෙහි සඳහන් කර ඇති සියලුම තොරතුරු "TVEC" සඳහා වන වෘත්තීය අධ්‍යාපන කොමිෂන් සභාවේ විද්‍යාලයේ ලබා ගත හැකිය.

They are permitted to use TVEC Logo only on their Name Board. Name of any non-accredited course should not appear on name board with TVEC Logo.

As trainees who successfully complete Accredited courses are issued NVQ certificates with TVEC Logo and Government Crest, Training Institutions with one or more Accredited courses are not permitted to use TVEC logo on certificates issued to trainees by the institutes.

3. TVEC Registration does not permit any institutions to use Government Crest in their Name Boards, Certificates and publicity material.



**B.H.S. Suraweera**  
Acting Director General





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 மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு  
**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**



කොමසියන්, උසස් අධ්‍යාපන හා ආරක්ෂා සම්බන්ධ මණ්ඩලය  
 மூன்றாம் நிலைக்கல்வி, உயர்கல்வி மற்றும் முதலீட்டு அத்துவிப்பு ஆணைக்குழு  
 Ministry of Highways, Higher Education and Investment Promotion

දිනය ] 28<sup>th</sup> August 2015 මගේ අංකය ] TVEC/05/02 මගේ අංකය ]  
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 Date ] My No. ] Your No. ]

To All Training Providers,

**NVQ Circular 02/2015: Minimum Course Duration Considered for Registration**


Minimum duration considered for different type of courses is given below.

Type of the course	Target group	Minimum Duration considered for registration
Diploma in core vocational training to provide employable skills	Unemployed Youth	1200 notional hours which include minimum of 600 hrs institutional training
Diploma in skills upgrading	Employed or already qualified in core-vocational training	600 notional hours which include minimum of 300 hrs institutional training
Certificate in core vocational Training to provide employable skills	Unemployed youth	600 notional hours which include minimum of 300 hrs institutional training
Certificate in Basic Vocational Skills	Both unemployed and employed	50 hours of institutional training
Certificate in skills upgrading	Employed or already qualified in core-vocational training	Above 10 hours of Institutional training of
Certificates in Livelihood Skills	General public	Above 10 hours

- Notional hours includes direct contact hours with teachers and trainers ("Directed Learning"), time spent in studying and doing assignments ("Self - Directed or On - Task" learning) and time spent on assessments.

  
**Malkanthi Jayawardena**  
 Director General

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**තෘතීයික හා වෘත්තීය අධ්‍යාපන කොමිෂන් සභාව**  
**முன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு**  
**TERTIARY AND VOCATIONAL EDUCATION COMMISSION**



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 இலங்கை இளமைகள் மற்றும் திறமைகள் அமைச்சு  
 Ministry of Youth Affairs & Skills Development

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Date } 15/02/2012

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எனது எண் } My No.

TVEC/8/34

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உமது எண் } Your No.

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

අදාළ සභා, 2012, ජූනි 15 දින, කොළඹ. இலங்கை இளமைகள் மற்றும் திறமைகள் அமைச்சு, கெரண்டி (B) அமைச்சு, 2012, சிங்கள மார்ச்சு 15, இலங்கை.



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## **Records to be maintained by Registered Training Providers**

Accordingly, management of all registered training providers should maintained following records and provided them for TVEC authorities when and where necessary.

1. Form no. R1 – Student Registry
2. Form no. R2 - Details of Certificate Awarded
3. Form no. R3 - Student Attendance Registry
4. Form no. R4 - Teacher’s Daily Diary
5. Form no. R5 - Assignment/Practical (Continuous Assessment) Results Sheet

Sample format for each form is given below. Training institutions can develop their own format which facilitate to provide the information relevant to teaching learning process.

## **Student Registry**

**Name the Course:**

**Batch no:**

<b>Reg. no.</b>	<b>Name of Student (Full Name)</b>	<b>NIC no.</b>	<b>Address</b>	<b>Contact Tel. no.</b>	<b>Email address</b>

**Student Attendance Registry**

**Course Name:**

**Date:**

**Time: From .....to .....**

<b>Name</b>	<b>Time in</b>	<b>Signature</b>	<b>Time out</b>	<b>Signature</b>

Topic/Subject covered, practical exercises done during the period

.....  
.....  
.....  
.....  
.....

Teacher's Name and Signature .....

**Student Attendance Registry for Individual Classes**

**Name of the student:**

<b>Date</b>	<b>Time in</b>	<b>Signature</b>	<b>Time out</b>	<b>Signature</b>	<b>Topic/Subject covered, practical exercises done during the period</b>	<b>Teacher's Signature</b>

**Details of Certificate Awarded**

**Name of course:**

<b>Name of Student</b>	<b>Reg. no</b>	<b>NIC no.</b>	<b>Date of Course commenced</b>	<b>Date of Course completed</b>	<b>Date of Final assessment</b>	<b>Result of the final assessment</b>	<b>Date of Certificate awarded</b>	<b>Signature of student</b>	<b>Remarks</b>

**Teacher's Daily Diary**

**Course Name:**

<b>Date</b>	<b>Module no.,Topic/Subject covered or practical exercises done during the period</b>	<b>Time Duration</b>	<b>Teacher's Name</b>	<b>Signature</b>



**Assignment/Practical (Continuous Assessment) Results Sheet**

**Course Name:**

<b>Assignment / Practical Name of the Student</b> <small>no.</small>	<b>Assi/Pr. 1 (Marks)</b>	<b>Assi/Pr. 2</b>	<b>Assi/Pr. 3</b>	<b>Assi/Pr. 4</b>	<b>Assi/Pr. 5</b>	<b>Assi/Pr. 6</b>	<b>Assi/Pr. 7</b>	<b>Assi/Pr. 8</b>	<b>Assi/Pr .....</b>	<b>Assi/Pr .....</b>

## Application and Evaluation Form for E-Learning/Online Learning/Blended Learning Course

Name of the Institution (as per the Business Registration):

Name of the Applicant:

Address, Contact Tel. and Email of the Applicant:

Web address/Hyper Link:

Name of the course :

Target Audience:

Industry/Sector :

Course Type :(Pl. Check'X' Box)

<b>Suppliment</b>	<b>Full Online</b>		<b>Blended</b>
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*[Column (A) and (B) should be filled by the applicant.]*

No	Quality Area	Description	(A) Self Assessment by Training Provider (Yes/No)	(B) Please Provide Evidence Reference /Hyper Link	To be filled by the TVEC Assessment Panel			
					Accept	Not Accept	Not Relevant	Remarks
1	<b>A. Information about and structure of the programme</b>	A.1 Clear Course description, objectives and programme structure available(*)						
2		A.2 Learning Outcomes available (*)						
3		A.3 Technical capacity available (*)						
4		A.4 Organizational legal status(*) eg. Business Registration(Pl. attach a copy)						
5		A.5 Qualified Tutors available (*) (Pl. attach CVs)						
6	<b>B. Learner Support</b>	B.1 Training standards/curriculum (*)available online (Pl. attach a copy)						

7		B.2 Help desk facility available (*)						
8		B.3 The programme schedule shown clearly						
9	<b>C. Quality of Contents</b>	C.1 The content of the course is fulfilling the course objectives (*)						
10		C.2 The content of the course is presented and subdivided in logical sequences of modules						
11		C.3 The contents are provided in a flexible manner, allowing for different learning paths						
12		C.4 Content is gender sensitive. It takes into account cultural diversity.						
13		C.5 Copyright issues addressed						
14		C.6 Media rich content is utilized exclusively with a fixed and definite purpose.						
15	<b>D. Programme/Course Design</b>	D.1 Learning Design and Methodology						
16		D.2 Motivation to follow content						
17		D.3 Learning Material Design(*)						
18		D.4 eTutoring(*)						
19		D.5 Collaborative Learning(*)						
20		D.6 Assignments (*)						
21		D.7 Learning Progress(*)						
22		D.8 Continuous Assessment & Tests (*)						
23	<b>E. Media Design</b>	E.1 Device Responsiveness(*) (eg. PC, Tab and Mobile)						
24		E.2 Usability standards (eg. W3C) are met						
25		E.3 The navigation allows learners to know about their progress and position in relation to the overall content						

26	<b>F. Technology</b>	F.1 The downloadable learning materials have common formats and acceptable size.						
27		F.2 The virtual learning environment runs on an adequate server, which guarantees its stability(*).						
28		F.3 Maintaing the Backups (Pl. mention the frequency)						
29		F.4 The virtual learning environment is accessible through different browsers and operating systems(*).						
30		F.5 Supportive Technical staff (pl. provide contacts)						
31	<b>G Evaluation &amp; Review</b>	G.1 Formative Assessment Results availble(*)						
32		G.2 Summative Assessment Results availble(*)						
33		G.3 Learners' feedback after each module is collected through an online questionnaire						
34		G.4 A report, based on the feedback collected by learners, is prepared with clear recommendations for further improvement of the programme						
35		G.5A process available for integrating the recommendations to ensure continuous course improvement.						
<b>Total Criteria fulfilled</b>								

<b>Purpose/benifits of starting the elearning course</b>	
<b>Jobs available after successful completion of the course</b>	
<b>Career progression path</b>	

**Assessor Guide: Should complete more than 50% including all core(\*) criteria above**

**Names of the Assessors**

**Date & Time**

**Special Remarks(If any):**