



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular No. 10/2023

Procedures for Temporary Suspension, Removal of Temporary Suspension and Cancellation of Registration / Courses of training institutes registered under section 14 & 15 of the Tertiary and Vocational Education (TVE) Act No. 20 of 1990

The Tertiary and Vocational Education Commission (TVEC), at its meeting held on 26th September 2023 (Meeting No.2023/10/285) approved the following procedures for the purpose of taking actions against the training institutes which violate criteria for maintaining registration status of training institutes/ courses.

1. Annexure I - PROCEDURE FOR TEMPORARY SUSPENSION OF REGISTRATION OF TRAINING INSTITUTES/ COURSES
2. Annexure II - PROCEDURE FOR REMOVAL OF TEMPORARY SUSPENSION OF TRAINING INSTITUTES/ COURSES
3. Annexure III - PROCEDURE FOR CANCELLATION OF REGISTRATION OF TRAINING INSTITUTES/COURSES

The above mentioned procedures will be effective from 01st October 2023.

Dr.K.A. Lalithadheera
Director General



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Annexure I

PROCEDURE FOR TEMPORARY SUSPENSION OF REGISTRATION OF TRAINING INSTITUTES/ COURSES

01	Malpractices leading to suspension TVEC receives information supported by evidence on one or more of the following malpractices: 1.1 Delivering Tertiary and Vocational Education and Training (TVET) courses and award certificates that have not been approved by the TVEC. 1.2 Operating branches across the country by having obtained TVEC registration for one centre with one registration number. 1.3 Not delivering training courses in compliance with the approved syllabus/curriculum upon training center registration (not adhering to TVEC Circular No. 02/2015). 1.4 Not entering students' information into the TVEC online database within the time frame allowed (Batch Entries were not completed), which is one of the requirements of registered training institutes. 1.5 Publishing unregistered courses in public and social media and attract students for such courses without prior approval of the TVEC. 1.6 Leving undeclared course fees from students regardless of the NVQ Circular No. 03/2023. 1.7 Unauthorized using of the Government Crest and the TVEC logo for promotional and certificate purposes, ignoring the NVQ Circular No.01/2013. 1.8 Any other violations of the registration requirements as per the TVET policies, guidelines and directives of the TVEC.
02.	Check the received information for its accuracy.
03.	Malpractices which need Urgent interventions If the malpractice negatively affects the students (e.g. sub sec. 1.6 above), the TVEC shall immediately suspend the registration of the training institute and conduct an investigation within 07 days (including non-working days).
04.	Other malpractices After verifying all the received information, the TVEC initiates actions against the institute in 14 days (including non-working days).
05.	Director General or an Officer appointed by the Director General shall conduct preliminary investigation of malpractices of the institute within specified days mentioned in sec. 03 and 04 above. Director General shall issue a <u>show-cause letter</u> to the institute within seven (07) days (including non-working days) after receiving the preliminary investigation report.
06.	Evaluate the corrective actions taken by the institute to the <u>show-cause letter</u> issued by the Director General based on the preliminary investigation report, and keep track of the institutes' progress for 14 days (including non-working days).
07.	The Director General shall inform the <u>Standing Committee</u> appointed by the Commission to temporarily suspend the institute/ course registration due to a lack of progress in maintaining registration status of training institute/ course.
08.	The Standing Committee recommends temporary suspension based on adequate evidence of malpractices, <u>show-cause letter</u> , preliminary investigation report and responses received from the institute.
09.	The Director General forwards a list of training institutes/courses to the Commission for temporary suspension of registration status.
10.	The TVEC displays the Commission-approved list of training institutes/ courses as " <u>temporarily suspended institutes /courses</u> " on the TVEC website.
11.	The TVEC informs the temporarily suspended institutes/courses by TVEC e-mail and Registered Post.

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Annexure II

PROCEDURE FOR REMOVAL OF TEMPORARY SUSPENSION OF
TRAINING INSTITUTES/ COURSES

No.	Procedure
01.	<p>Evaluate the corrective actions taken by the institute and take action as follows:</p> <ol style="list-style-type: none">1.1 Delivering Tertiary and Vocational Education and Training (TVET) courses and award certificates that have not been approved by the TVEC – <u>Discontinuation of such courses and withdrawal of certificates</u>1.2 Operating branches across the country by having obtained TVEC registration for one centre with one registration number – <u>Stop using One registration number and ask the institute to obtain separate registrations for each branch.</u>1.3 Not delivering training courses in compliance with the approved syllabus/curriculum upon training center registration (not adhering to TVEC Circular No. 02/2015). – <u>Conduct physical (on-site) evaluation and check the deliverables</u>1.4 Not entering students' information into the TVEC online database within the time frame allowed (Batch Entries were not completed), which is one of the requirements of registered training institutes. – <u>Check the evidence of students' attendance, assessment/evaluation and certification and facilitate to enter students' information to the TVEC website</u>1.5 Publishing unregistered courses in public and social media and attract students for such courses without prior approval of the TVEC. – Use counter advertisements and make public aware1.6 Levying students undeclared course fees from students regardless of the TVEC circular (NVQ Circular No. 03/2023).– <u>Check the compliance of the Circular and ask the institute to refund the money accordingly</u>1.7 1.7 Unauthorized using of the Government Crest and the TVEC logo for promotional and certificate purposes, ignoring the TVEC circular (NVQ Circular No.01/2013) - <u>Check the compliance of the Circular and remove advertisements and withdraw registration certificate</u>1.8 Any other violation of the registration status requirements – <u>Necessary corrective actions shall be taken as per the directives of the TVEC</u>
02.	The TVEC reviews corrective actions taken by the training institute before considering lifting the temporary suspension.
03.	The Director General submits a report to the <u>Standing Committee appointed by the Commission</u> in order to remove the temporary registration suspension.
04.	The Standing Committee recommends that the institute/ course temporary suspension be removed once it has made adequate progress.
05.	The Director General forwards a list of training institutes/ courses to the Commission for approval in order to remove the temporary suspension.
06.	The TVEC removes the "temporary suspended" status from the Commission-approved list of training institutes/ courses on the TVEC website.
07.	The TVEC informs the institutes of the removal of "temporary suspended" status by TVEC e-mail and Registered Posts.



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Annexure III

PROCEDURE FOR CANCELLATION OF REGISTRATION OF TRAINING INSTITUTES/COURSES

No.	Procedure
01.	Receive information with evidence and report to the TVEC about a temporary suspended institute/course that consistently violates temporary suspension criteria for 30 days (including non-working days) from the date of temporary suspension.
02.	Check the received information for accuracy
03.	The TVEC sends the first (01 st) warning letter to the training institute, instructing it to take corrective actions and inform the TVEC within 60 days (including non-working days).
04.	The TVEC sends the second (02 nd) warning letter, if the training institute fails to take corrective actions and continues to violate criteria during first 60 days (including non-working days) after the first (01 st) warning letter,
05.	The TVEC send the final warning letter to the training institute if it fails to take corrective actions and continues to violate criteria after 60 days (including non-working days) of the 02nd warning letter.
06.	The Director General requests the <u>Standing Committee appointed by the Commission</u> that the registration of a temporarily suspended training institute/course be canceled due to a failure to follow rules and instructions, including the provisions of the TVE Act.
07.	The Standing Committee recommends the cancellation of registration upon sufficient evidence of malpractices, warning letters and the preliminary investigation report
08.	The Director General submits the training institute/ course details, along with the Committee's recommendation and all relevant proof, to the Commission for approval to cancel registration. If the cancellation matter is very urgent, hold a special meeting to confirm the cancellation of registration of the training institute/ course
09.	The TVEC informs the cancellation of registration of training institute/course to the institute by a Registered Post
10.	The TVEC displays cancellation of registration of training institute/ course on the TVEC website.
11.	The TVEC issues a press release in all three (03) languages regarding the cancellation of registration of training institute/ course.
12.	The TVEC informs the business registration approving authority (Registrar of Companies/ Divisional Secretary/Other approving authorities) on cancellation of registration of the training institute

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