



**Tertiary and Vocational Education Commission**

**NVQ Circular No. 05/2024**

All registered training providers,

**Maintaining information on the employment/job placement of vocational training beneficiaries**

Maintaining information on the number of students employed/placed after completing vocational training programmes offered by public and private vocational training institutes has been identified as a timely requirement.

To collect information pertaining to vocational trainees' employment/job placement for the years 2022 and 2023, responsibilities should be assigned to the respective instructors at each training center, and arrangements should be made to obtain that data, which should then be updated and maintained at the center level.

The Tertiary and Vocational Education Commission (TVEC) has taken steps to create a system to enter the data of those who have been employed/job placed after completing vocational training courses. Until such a system is established, this information should be collected and maintained by the training institutions using an appropriate method.

This information will be considered a mandatory criterion at the next renewal of institution registration and course accreditation.

The employment/information should be maintained in the following format.

This circular is effective from 01/05/2024.

**Dr. K. A. Lalithadheera**  
Director General



Name of the institution:

TVEC Registration Number:

Course Name:

NVQ course code (NCS Code) (If accredited only):

No.	Name of the trainee	NIC Number	The date of the course end	Already employed? (Yes/No)	If employed, employer's details		
					Name of the institute	Telephone	E-mail address

Data Summary

Name of the institute:

TVEC Registration Number:

Year:

No.	Name of the course	No. of trainees enrolled	No. of trainees who completed the training	No. of employment