



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

ANNEXURE I

OPERATIONAL DIRECTIVES/GUIDELINE, MANDATORY REQUIREMENTS OF THE "CAREER ONE" TVET CAREER PLATFORM

EFFECTIVE FROM SEPTEMBER 2025

1. BACKGROUND

As per the signed Record of Discussion (ROD) between the Ministry of Education, the Tertiary and Vocational Education Commission (TVEC), and the Korea International Cooperation Agency (KOICA) of the Republic of Korea, the Career One platform has been developed and is now ready for use. This platform serves trainees, qualified skills graduates, Career Guidance Practitioners, industry companies, and individuals seeking career guidance services. It provides On-the-Job Training (OJT), employment, and career planning through www.careerone.gov.lk.

The Career One platform aims to strengthen the connection between the industry and TVET sector graduates. It provides effective career guidance services to identify their potentials, interests, and career pathways. It helps bridge the skills gap between industry demand and workforce supply. The platform offers trainees career navigation support, access to job and company information, and tailored employment resources.

To ensure the success and functionality of the Career One TVET Career Platform, this operational guideline is issued with the approval of the Secretary to the Ministry of Education, with the support of other relevant Ministries.

2. SCOPE OF THE CAREER ONE TVET CAREER PLATFORM

a) KEY OBJECTIVES AND PURPOSE OF THE TVET CAREER PLATFORM

The CareerOne TVET Career Platform is a strategic national initiative designed to address critical needs within Sri Lanka's technical and vocational education and training (TVET) sector. Its overarching purpose is to enhance the employability of skilled youth and streamline the connection between the TVET sector and industry demands.

The key objectives and purposes of the platform are multifaceted:

I. BRIDGING THE SKILLS GAP

- **Aligning Education with Industry Needs:** The platform aims to strengthen the connection between the industry and TVET sector graduates. It helps bridge the skills gap between industry demand and workforce supply by ensuring that vocational education aligns with current and future industry requirements.
- **Enhancing Decent Employment Opportunities:** By providing effective career guidance services and facilitating access to job and OJT opportunities, CareerOne contributes significantly to enhancing decent employment opportunities for Sri Lankan youth.

II. EMPOWERING TRAINEES AND GRADUATES

- **Effective Career Guidance Services:** The platform provides comprehensive career guidance services to help trainees identify their potentials, interests, and career pathways. This includes access to digital psychometric tests, industry and career-related information, and structured career guidance sessions (both online and offline).
- **Career Navigation Support:** Trainees receive tailored support for career navigation, enabling them to make informed decisions about their vocational paths.
- **Access to Employment Resources:** The platform offers access to a wide array of employment-related resources. These include company information, job vacancies, and OJT opportunities, designed to build trainee confidence and readiness for the workforce.
- **Portfolio Management:** Trainees can create and manage personal portfolios to effectively showcase their educational background, skills, and career history to potential employers.

III. SUPPORTING CAREER GUIDANCE PRACTITIONERS (CGPs)

- **Digitizing Career Guidance Services:** CareerOne digitizes career guidance services, providing CGPs with a faster and simpler way to manage their activities.

- **Streamlined Operations:** CGPs benefit from simplified results analysis for psychometric tests. They have tools to plan, document, and track the progress of career guidance sessions. They also have easy access to industry and career specific information.
- **Efficient Matching:** The platform enables CGPs to easily match NVQ Trainees and NVQ certificate holders to suitable OJT opportunities and jobs, improving placement efficiency.
- **Content Management:** CGPs can develop and register content and events on the platform, making valuable career-related information accessible to all users.

IV. FACILITATING INDUSTRY ENGAGEMENT

- **Centralized Recruitment Gateway:** Companies gain a centralized gateway to post OJT and job vacancies and recruit qualified NVQ trainees and certificate holders.
- **Access to Talent Pools:** The platform provides companies with access to industry specific talent pools, simplifying the recruitment process.
- **Cost-Effective Talent Acquisition:** Companies can build long-term skilled pipelines at zero cost, fostering sustainable workforce development.

V. MONITORING AND EVALUATION

- **Performance Tracking:** The platform incorporates robust monitoring and evaluation mechanisms (M&E) to track the performance of career guidance initiatives and employment status. This ensures accountability and continuous improvement of the services offered.
- **Data-Driven Decision Making:** By collecting and analyzing data on OJT placements, career guidance effectiveness, and employment outcomes, the platform supports data-driven decision-making for policymakers and stakeholders.

In essence, the CareerOne platform serves as a vital digital ecosystem that connects all key stakeholders in the TVET sector—trainees, Career Guidance Practitioners, and industry—to foster a skilled workforce, enhance employability, and contribute to the national economic development of Sri Lanka.

b) LEGAL STATUS

As per the power vested by TVEC Act No. 20 of 1990 and the 1999 amended Act No. 50, TVEC has the power to develop quality-assured labour market information systems and development initiatives for a quality-assured workforce to meet industry demand.

Section 4 of the principal enactment is hereby amended as follows:

(j) to establish and maintain a labour market information system for collecting, information for the purposes of planning, and providing vocational guidance, in the field of vocational education and training;

(k) to establish and maintain systems for quality assurance in vocational education and training including standards in respect of occupational skills, training programmes, testing and quality management systems;

POLICY DIRECTIVES

The Ministry of Education, Higher Education and Vocational Education is directing all relevant organizations to:

- a) Recognize the Career One TVET Career Platform as a national initiative, supported by the Government of Sri Lanka (GOSL) and all policymakers, including Line Ministries and the Cabinet of Ministers.
- b) Extend the Career One TVET Career Platform initiatives as a national initiative and the base for all career guidance work conducted by various public and private sector institutes and organizations nationwide.
- c) All stakeholders are entrusted with the collective responsibility to assure the sustainability of the Career One Platform with required contributions, including information, reporting, monitoring, and evaluation.

3. REGISTRATION AND USER CATEGORIES

- a) **TVET Sector Trainees and TVET Sector Graduates:** All students enrolled in TVET sector courses are eligible to register on the Career One platform using their TVEC Student NIC Number.
- b) **Students and Graduates:** All students who have not enrolled in the TVET sector can register for the system and are able to obtain career guidance services, psychometric tests, and quality-assured available training opportunities.
- c) **Employed Persons Seeking Qualification or Career Guidance:** Individuals with prior experience and those who are underemployed in need of career guidance services and/or NVQ and any other relevant qualifications.
- d) **Career Guidance Practitioners Registration and Service:** Career Guidance Practitioners registered with TVEC, who are working in registered public and private sector TVET centers, and those who have Career Guidance Practitioner NVQ Level 4 and above qualifications.
- e) **Company/Industries:** Organizations with employment opportunities, internships, and On-the-Job Training opportunities.
- f) **System Administrators:** Those who are attached to TVEC, Training Institutes, and other relevant organizations with "Admin" authority level access to the Platform as approved by the "Super Admin".

4. COMPLIANCES AND AMENDMENTS

- a) These policy directives and their sub-clauses are to be complied with by all stakeholder organizations. Any amendment shall be made only upon a proposal approved and submitted by the TVEC, and under the authorization of the Secretary, Ministry of Education, Higher Education, and Vocational Education.
- b) These directives shall be considered together with the Standard Operating Procedure (SOP) annexed.