

**Industrial Training**

**Handbook**

**2023**

This Handbook is provided for information purposes only, and its contents are subject to change without notice. The information herein is made available with the understanding that the Faculty of Engineering, University of Ruhuna will not be held responsible for its completeness or accuracy.

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## **1. Introduction**

The core module industrial training is conducted outside the normal semesters, inside or outside the faculty premises and a minimum of five Non-GPA credits (maximum of six Non-GPA credits) are required to satisfy the graduation requirement.

## **2. Objectives**

Industrial training helps undergraduates to obtain practical training in industry, in the midst of academic activities at the University. Such training enables undergraduates to acquire additional knowledge, upgrade their skills and improve their attitudes. It would also help them to relate the theoretical concepts learnt at the University to the industrial applications in the field. Therefore, the quality of industrial training is a critical consideration in improving the standard of engineering education.

The industrial training period has been decided with the following aims;

1. To gain an insight and understanding of the organizations within, and operation of the engineering industry,
2. To gain an insight and understanding of engineering technology and management systems used within a variety of levels of the industry,
3. To gain practical experience,
4. To develop practical skills in relation to;
  - Interpersonal and problem solving
  - Research and reporting
  - Professional competencies,
5. To establish the link between theory and practice,
6. To apply academic learning to an industrial situation and bring relevant experience,
7. For career development and to prepare for employment after graduation, by engaging in personal and professional development planning,
8. To allow both the University and training establishment to assess undergraduate's adaptability to and suitability for, the industrial environment.
9. To record experience as competencies, for use in the IESL's Professional review.

The objectives needed to achieve these aims will vary with the year of training and the field of the industrial training undertaken. Therefore, it is undergraduate's responsibility to determine suitable objectives to satisfy these aims, as part of the industrial training experience.

During the period of training, it is vital that the undergraduate be fully occupied at all times. The undergraduate should make the maximum effort to actively engaged in the work rather than being a passive bystander.

Every training establishment may not provide opportunities to obtain training in all areas pertaining to his/her field. However, facilities generally provided at the training establishment would enable the undergraduates to deal with the core areas of training. Undergraduates are encouraged to be in communication with the Engineering Education Centre (EEC) in this regard during their training period.

### **3. Benefits of Industrial Training**

Undergraduates should also be aware that suitable experience gained during industrial training (maximum of six months) may count towards three years practical training requirement necessary to obtain the full corporate membership of the IESL, provided such training was adequately supervised by a corporate member and the applicant was adequately and actively engaged in the work.

### **4. Duration of Training**

The overall duration of industrial training shall be 24 weeks. Presently, two periods of industrial training 12 weeks each, usually at end of 4<sup>th</sup> semester (2<sup>nd</sup> year) and end of 6<sup>th</sup> semester (3<sup>rd</sup> year) is arranged by the Engineering Education Centre (EEC), Faculty of Engineering, University of Ruhuna in liaison with the industry and the National Apprentice and Industrial Training Authority (NAITA).

### **5. Eligibility**

Any engineering undergraduate who has registered for 4<sup>th</sup> semester or 6<sup>th</sup> semester with academic registrar is eligible to receive of industrial training.

### **6. Placement for Training**

Placement of engineering undergraduates for industrial training shall be done by the National Apprentice and Industrial Training Authority (NAITA). This will be carried out in collaboration with the Engineering Education Centre (EEC) of the Faculty of Engineering, University of Ruhuna.

The following are the basic steps to be adopted before the commencement of industrial training.

- EEC will display the available industrial training placements in the notice board.
- Students shall fill and handover the Option Form (**Annex 1**) indicating the order of preference to the EEC before the specified deadline. Students are advised not to go for the same training place for the 2<sup>nd</sup> training as students should expose to different managerial environments/technologies etc.
- EEC will as far as practically possible try to accommodate such preferences.
- In situations where the number of applicants for a particular training organization is more than the number of places available, such places would be allocated on the basis of academic performance (SGPA) until all places are filled.
- In addition, EEC helps students to find their own training places by themselves with issuing request letters to the organizations.

After assigning each undergraduate to a suitable training organization by the EEC, NAITA will issue a letter to the particular training organization (**Annex 3**) and with a copy of “Guidelines for the Industrial Training under the Apprentice Scheme” (**Annex 2**) to the student.

Immediately after reporting to the training organization, student should send the duly completed “Work Site Form to the NAITA” (**Annex 4**) by registered post. Undergraduates should discuss their job responsibilities and training plans, with the persons in charge of training as soon as practicable.

Any subsequent change of the place of training after the initial placement is discouraged. Such changes will be entertained only in exceptional circumstances. Request for such changes must always be coordinated through the EEC.

## **7. Contract of Apprenticeship**

The terms and conditions of the contract shall be mutually acceptable to the undergraduate and the Training Employer prior to the commencement of training. The apprentice, employer and 2 witnesses should sign the contract form (**Annex 5**), should be sent to Assistant Director, Special Industrial Training Division, National Apprentice and Industrial Training Authority (NAITA), No. 971, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya by registered post for registration within two weeks of the commencement of training. The contract will be registered at NAITA and registered contract will be sent back to the employer. It is the responsibility of both apprentice as well as the employer to ensure that the contracts are registered with NAITA in time.

## **8. Novation of Contract**

The apprentices will be required to forward the duly completed “Novation of Contract” forms (**Annex 6**) to the above address in case they report at another establishment for their training. The first employer, second employer and the apprentice with two witnesses will signed on the form.

## **9. Responsibilities of Training Employers**

1. Provision of appropriate training facilities, equipment, and instructions by competent personnel and imparting work experience for undergraduates to acquire the skill, knowledge and attitudes required for successful employment.
2. Rotation of undergraduates in accordance with a pre-planned schedule to ensure they obtain experience on all the areas in the particular field.
3. Supervision of each undergraduate and evaluation of their progress in industrial training; monitoring proper maintenance of progress records by each undergraduate; ensuring that such records are submitted for inspection by authorized personnel of the NAITA and of the University of Ruhuna.
4. Release the undergraduates during normal working hours for activities as may be authorized by the NAITA or Faculty of Engineering/ University of Ruhuna.

## **10. Responsibilities of Undergraduate Trainees**

1. Compliance with Training Employer’s rules, regulations and orders related to procedures, working time duration and conditions of work, safety discipline, personal conduct and other matters which do not contravene the provisions of the National Apprenticeship Act and Regulations.
2. Performance of work assigned by the Training employers paying diligent and satisfactory attention to them and with due regard to the Training Employers’ facilities and equipment, tools and machinery, supplies and materials, products, time and cost, work practices and customer relations.
3. Satisfactory attendance and attaining sufficient progress in undergraduate industrial training, and other prescribed activities; maintenance of prescribed training diaries and other records, and submission of such records for inspection and verification by authorized officials appointed by the Training Employers, the NAITA and the University of Ruhuna.

### **11. Instruction to prepare the Daily Diary**

All students are required to maintain a daily diary provided by the NAITA during the training period. Trainees should follow the following guidelines to maintain a proper diary.

- Record all aspect of experience gained in the daily diary and comments how they contribute toward the objectives in the training schedule.
- It should not become merely a chronological list of tasks completed and should aim at recording experience rather than occurrences.
- Complete the daily diary every day and not wait till the end of the week or month to enter the records. Completion of this log on a daily basis offers the best compromise between remembering detail and reflecting on its significance.
- At the end of each week undergraduates should show the entries to their training supervisor and get them certified.
- Daily diary could be used as a basis for the training report. The information collected and documented in the daily diary could be described in an elaborated manner in the training report.
- Duly complete the first page of the daily diary and get it certified by the training officer.
- At the end of the training, request your training supervisor to record the comments in the space provided at the back of the diary.
- Daily diary should always be with the trainee so that the training-supervising officer on inspection could monitor the progress in training. At each visit by an official, the comments would be recorded at the space provided at the back of the diary.

### **12. Report on Industrial Training**

Upon completion of the training, students are required to submit a training report prepared according to the guidelines provided in **Annex 7**. Reports prepared without following these guidelines will not be accepted. When preparing the report, students may follow his/her own style of writing to describe what he/she learnt, observed and experience gained during the training.

It is strongly suggested that students start writing the report during the training period, so that they collect any literature, drawings, data etc. required for the report and may also get some feedback from their respective training supervisors.

Training report should be word processed, printed and spiral-ring bound at the time of submission (within two weeks after completion of the training). The report should also be submitted through LMS within two weeks after completion of your training.

### **13. Leave during training**

For each month completed, the leave entitlements are ½ day casual and 01 day medical. Undergraduates shall note that such leave is not an entitled privilege and should be enjoyed only after obtaining the due approval, which would be at the sole discretion of the Training Employer. All undergraduates should make an effort, as much as practically possible, to obtain prior approval before taking leave. In addition to the above arrangements with the training establishment, the undergraduates should send a duly completed Leave Form (**Annex 9**) to the Engineering Education Centre (EEC) of the Faculty of Engineering, University of Ruhuna by registered post. Any leave obtained could be covered by working on extra days or weekends.

#### **14. Supervision of Training**

A supervisor has to be appointed by the training establishment to ensure that the undergraduate performs satisfactorily and that they are providing appropriate training to match both the undergraduate's abilities and the educational requirements of the course.

#### **15. Monitoring of Industrial Training**

Industrial training of undergraduates shall be monitored by the following personnel;

1. Officers attached to the training organization;
2. Training Inspectors of NAITA;
3. Coordinator of EEC of the Faculty of Engineering, University of Ruhuna; and
4. Senior academic staff members of the Faculty of Engineering, University of Ruhuna

These visits are done to establish that the undergraduate performs satisfactorily and that the training received is appropriate to the educational needs of the Faculty of Engineering, University of Ruhuna. If not, the visiting officials will discuss the matter with the training supervisor with a view to improve the situation.

Daily diary must be available at all times with the undergraduates for the above visiting staff to make their observations.

#### **16. Assessment and Evaluation**

The two periods of industrial training, each having 12 weeks is monitored and assessed by a panel appointed by the Faculty of Engineering, University of Ruhuna. The assessment panel shall comprise of:

1. Coordinator, Engineering Education Centre, Faculty of Engineering, University of Ruhuna;
2. Two representatives from the respective Department, Faculty of Engineering, University of Ruhuna;
3. Representatives from the Training Establishment where the training was conducted; and
4. A representative from the National Apprentice and Industrial Training Authority (NAITA).

To facilitate the assessment process, the following document must be available in the EEC by the stipulated deadline.

1. Report on Industrial Training

The assessment at the end of each training period is based on the followings. (The **Annex 11** shows the details of the assessment scheme)

1. Daily Dairy – Carries 20 marks.  
Quality of the records made in the diary carries 10 marks. The 5 marks are given for the level of training and the remaining 5 marks are for attendance and comments made by the officers of the training establishment during training.
2. Report on Industrial Training – Carries total of 30 marks.  
Distribution of the marks is shown in **Annex 11**.
3. Presentation and Interview – Carries total of 50 marks.  
Students should present their training experiences using PowerPoint for about 7 minutes. This presentation carries 40 marks. The remaining 10 marks are allocated for interview. After the presentation, the interviewing panel will ask questions from the student.



During the assessment students are evaluated to determine whether the students have acquired the expected skills, knowledge and attitudes and the depth of such acquisition. To pass the assessment, a student needs to obtain at least half the marks specified for daily diary, training report and interview. A grade **H** indicating High Achievement or a grade **M** indicating Medium achievement or a grade **S** indicating Satisfactory Achievement is awarded on successful completion of the training assessment.

### **17. Training Awards**

Names of high achievers in Industrial Training will be submitted to The Institute of Engineers Sri Lanka (IESL) annually for the Migara Rathnatunga Trust awards that are expected to be presented at the Annual Session of IESL.

### **18. Repeat Training**

Undergraduates unsuccessful at the assessment will be required to repeat the industrial training for a further period recommended by the assessment panel. The EEC in collaboration with NAITA will arrange suitable places for repeat training.

### **19. Training Certificate**

On successful completion of Industrial training, an undergraduate may request a certificate for industrial training. Applications for a Training Certificate should be forwarded as specified in **Annex 12**.

### **20. Exceptional Training Reports**

Copies of training reports judged exceptionally good would be keeping at the library of Faculty of Engineering, University of Ruhuna for future reference.

### **21. Absent from Training**

Undergraduates who abstain from the training arranged by the EEC collaboration with NAITA without a valid reason, will be reported to the Faculty Board. Such undergraduates will be penalized by the Faculty Board or committee appointed by the faculty board.

### **22. Correspondence and Contact during Training**

If trainees need any assistance concerning their training, they are advised to contact the Coordinator/EEC without delay. They may also contact other members of the academic staff of the faculty of engineering, University of Ruhuna or the officers of the NAITA. The relevant contact information of above personnel is shown in **Annex 13**.



Annex – 1 (Option Form)

UNIVERSITY OF RUHUNA

Faculty of Engineering

OPTION FORM

For Official use only.

Rank :

After submitting the form **students are not allowed to change** the contents of the form under any circumstances.

-----  
Name : Mr./Miss.....

Registration No. : .....

Contact No. : .....

NIC No. : .....

Email Address : .....

Nearest Police Station : .....

Permanent Address : .....

Field : .....

Semester : .....

Details of Previous training

Organization (if any) : .....

Preference 1. ....

2. ....

3. ....

4. ....

Date:.....

Signature

## Annex – 2 (Guidelines for Industrial Training under the Apprenticeship Scheme)

Form - NC/3

### **NATIONAL APPRENTICE & INDUSTRIAL TRAINING AUTHORITY**

### **THE GUIDELINES** **FOR INDUSTRIAL TRAINING UNDER THE APPRENTICESHIP SCHEME**

#### **DOCUMENT TO BE FILLED ON COMMENCEMENT OF TRAINING**

##### **Contract Of Apprenticeship**

The apprentice, employer and 2 witnesses should sign the contract form in 4 copies. All copies should be sent to NAITA for registration.

##### **Worksite Form**

2 copies should be properly filled & signed by the apprentice. One copy should be sent to NAITA and other copy to the relevant University or Institute. After reporting for industrial training if there is any change in your work site, please inform both authorities without delay.

##### **Novation of Contract**

The apprentices will be required to forward the duly completed "Novation of Contract" Forms (4 copies) to the contact address in case they report at another establishment for training. The first employer, second employer and the apprentice with two witnesses should sign 4 copies of the form.

#### **RECORDING OF TRAINING**

##### **Record of Progress - Daily Diary**

All apprentices should maintain a daily diary for recording their progress in training and it should be submitted to the Engineer/Training Officer of the training establishment at the end of each week for comments & certification. (The Daily Diary can be purchased at the reception counter of the NAITA Head Office, Rajagiriya, at a cost of Rs. 30/=). This record book should always be with the trainee so that the training-supervising officer on inspection could monitor the progress in training individually.

##### **Report on Training**

On completion of each period of training, the trainee should prepare a report on his/her training which should be submitted to the training evaluation panel.

#### **BEHAVIOUR AT TRAINING**

##### **Maintaining Discipline**

As the training followed by the apprentice is a compulsory course requirement for his/her final certificate, it is expected that the apprentice will show interest and be amenable to discipline. However, in terms of the contract of apprenticeship, the apprentice will be governed by the rules and regulations of the establishment where he/she undergoes training. The employer may take any measure deemed necessary in consultation with the NAITA Special Industrial Training Division, to ensure proper and appropriate conduct of the apprentice.

2.....

### **Mode of Taking Leave**

For each month completed, the leave entitlements are 1/2 day casual and 01 day medical. Anyhow in a special case the trainee may take the full leave quota per period on approved leave basis. No trainee will be permitted to take leave unless the training supervising officer of the training establishment has granted prior approval.

### **Accommodation**

The responsibility for finding suitable accommodation, rests entirely with the apprentice. However, wherever possible the assistance of the employer in this regard is greatly appreciated.

### **OTHER IMPORTANT MATTERS TO BE NOTED**

On commencement if any apprentice fails to report for training within the prescribed period without tendering a valid excuse in writing, it will be presumed that he/she is no longer interested in the in-plant training. After a reasonable period of time NAITA will delete the name of the trainee from the register.

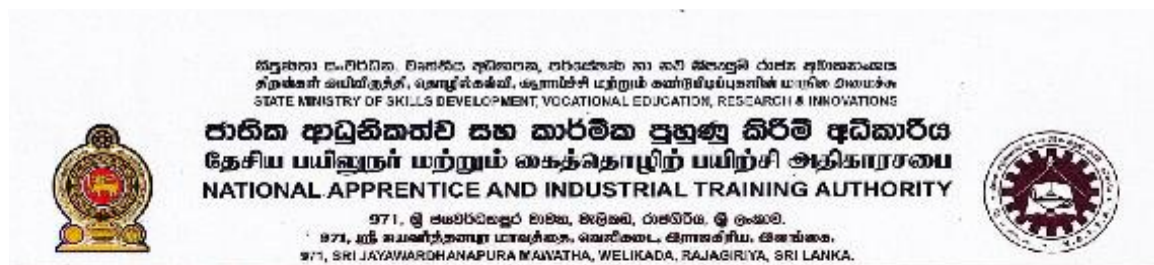
- ▶ Apprentice has to comply with the formalities of signing the contract of apprenticeship training and notifying the location of training in order to effect monitoring and assessment of training at the end.
- ▶ Once decided on, there is no possibility of changing the training establishment or effecting mutual transfers, as the document of apprentices would have already been forwarded to the respective establishment for notification and action.
- ▶ The Telephone Numbers of the NAITA Special Industrial Training Division is 2888786 and Head Office 865184 and 863680.
- ▶ Trainees are considered to be part of the work force and they should conduct themselves by adhering to the rules and regulation of the organisation.
- ▶ All communications should be in writing and be addressed to the Special Industrial Training Division, NAITA Head Office.
- ▶ No Trainee may extend the training period without prior approval from NAITA, and if such training has taken place it will be considered as lost training.
- ▶ NAITA discourages taking leave against the training period (ex. for study leave), if such leave has been granted, an extension of the training period will be decided upon.
- ▶ No payment will be made to the trainees by NAITA while on training.
- ▶ It should be noted that NAITA would assist to provide training to the trainees as long as the trainee maintain good behavior in industry. If due to any misconduct the industry refuses to provide training to the student, NAITA may also refuse.

#### **COMMUNICATION WITH NAITA -✉**

**Head of the Division,  
Special Industrial Training & Evaluation,  
National Apprentice & Industrial Training Authority,  
971, Sri Jayawardenapura Mawatha,  
Welikada, Rajagiriya.**

(Prepared & released by Special Industrial Training & Evaluation Division, NAITA- 2006)

## Annex – 3 (NAITA Placement Letter)



My No: SIT/PL/01/09  
 16.10.2023.

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

### In-Plant Training For Engineering Undergraduate Apprentices University of Ruhuna -2023

The following Engineering Undergraduate apprentice/ apprentices from University of Ruhuna is /are assigned to your establishment for his / her / their on-the-job training. The duration of training is 12 weeks commencing from .....

We shall be grateful, if you could kindly allocate him / her / them with suitable assignments in keeping with the training modules under the supervision of a responsible officer.

Name

Field

Eng.Susantha Jayasinghe,  
 Assistant Director,  
 (Special Industrial Training)



## Annex – 4 (Work Site Form)

Section/Unit: Special Industrial Training:  
Section Code: SIT

### **NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY**

#### **WORK SITE FORM:**

Date: .....

Assistant Director,  
Special Industrial Training Division,  
National Apprentice and Industrial Training Authority  
971, Sri Jayawardenapura Mw,  
Welikada, Rajagiriya.

Field:

University Reg. No :

#### **PARTICULARS OF WORK SITE DURING APPRENTICESHIP TRAINING**

This form should be completed and returned to NAITA on the commencement of the Training when any changes occur in these particulars during training. Such changes should be notified within a week.

Training Establishment : .....

Name and Address of worksite : .....

Date of commencement of Training : .....

Name of Apprentice : .....

Residential Address  
(During Apprenticeship) : .....

Apprentice Mobile No. : .....

Category of Apprentice (Diploma/Degree etc.) : .....

Name of the Course & Field of study : .....

Institute/University : .....

#### **Officer-in-charge of training**

Name and Designation : .....

Mobile No : .....

E.mail Address : .....

Signature with rubber stamp : .....

*I agree to bring the completed Daily Diary to the training place every day.*

Signature of the Apprentice : .....

Issue No. 02  
Issue Date: 08.08.2022

Reviewed by:  
Approved by :

Doc. No: SIT/PL /Fm /06



## Annex – 5 (Contract Form)

National Apprentice and Industrial Training Authority  
971, Sri Jayawardanapura Mawatha,  
Wellikada, Rajugiriya.

# TRAINING CONTRACT

(Under the provision of section 65  
of the Act No. 20 of 1990)

This Contract is approved and entered in the Register of Training contracts under Tertiary and Vocational Education Act No. 20 of 1990	
No:	Stamp:
On:	Signature:

### (Notes on the Training Contract)

The training employer will be registered on the register of training contracts at the National Apprentice and Industrial Training Authority immediately after registration or prior to the commencement of training whichever is the earliest. All copies of this contract must be appended. The same applies to amendments to the provisions of this contract by reason of extension of training periods, termination or any such matter. All such amendments to this contract shall be permissible only after prior approval is granted by NATIA. It is the responsibility of the training employer to hand over a duly certified copy of this contract after obtaining registration at NATIA.

The training employer is required to inform NATIA whenever the trainee has been absorbed into regular employment in his establishment.

BETWEEN  
AND

The Training Employer

Name of the Firm
Address
Tele. No:

The Trainee

Name in full	In Sinhala
	In English
Address	
Date of Birth	

N.I.C. No. .... Male/Female

WHEREAS the Training Employer has agreed to engage the Trainee for the purpose of providing INITIAL TRAINING/FURTHER TRAINING / RE-TRAINING in the TRAINEE OCCUPATION OF .....  
AND WHEREAS the said Trainee Employer and Trainee have agreed to abide by the provisions of Tertiary and Vocational Education Act No. 20 of 1990 and the regulations made there under which govern such training in Sri Lanka;

The following contract is hereby entered into between the aforesaid Training Employer and the Trainee:

<p><b>A.</b> The duration of training according to the Training order recognised under Act No. 20 of 1990 shall be a period of ..... Month/Year</p> <p>From ..... To .....</p>	<p><b>F.</b> The training employer shall pay the Trainee a suit able gross allowance of Rs. .... per month or such sum as may be determined from time to time by the National Apprentice and Industrial Training Authority.</p>
<p><b>B.</b> The Training shall take place in ..... and other work places usually associated with the headquarters of the Firm.</p>	<p><b>G.</b> The training employer shall ensure that skills and knowledge are imparted to the Trainee in accordance with the training objectives laid down in the Training Order and that the relevant subject matter is covered and the training objectives are achieved within the stipulated training duration</p>
<p><b>C.</b> The regular weekly training hours shall be 45 1/2 hours.</p>	<p><b>H.</b> The training employer shall impart the training himself if suitably qualified, or through other suitably qualified employees in his establishment.</p>
<p><b>D.</b> The nature, content and syllabus for training, during the entire period of training shall substantially conform to the Training order provided for such trainee occupation.</p>	<p><b>I.</b> The training employer shall provide the trainee with a copy of the Training order at the commencement of training.</p>
<p><b>E.</b> The probation period shall be three months for Training courses of duration up to two years, and six months for training courses of duration of more than two years.</p>	<p><b>J.</b> The training employer shall provide the trainee with training aids and equipment and in particular training tools, consumable and literature necessary for training in the establishment and shall also provide the trainee all the facilities required by the trainee to sit the examinations and National Trade Tests conducted by the National Apprentice and Industrial Training Authority in the Trainee Occupation such trainee is undergoing training.</p>

Issue No : 02

Date : 04.05.2015

Reviewed by :

Approved by :

Doc No : Tg/200/P 7

Continued Overleaf

K. The Training employer shall ensure that the trainee attends all other training programmes to be followed outside the establishment as specified under the Training order.	R. The trainee shall observe strictly the rules and regulations of the establishment / training employer.
L. The training employer shall allot the trainee only with such work as serves the purpose of the training and is in keeping with the physical abilities and constitution of the trainee.	S. The trainee shall treat tools, machinery and other equipment installations with due care and only use them for the purpose which they are intended.
M. The Training employer shall ensure that the trainee's character is developed and not exposed to moral or physical hazards.	T. The trainee shall keep all books of records issued for the purpose of training in proper order and duly entered and submit same for regular inspection by the employer and the inspector of NAITA.
N. The training employer shall also grant all the necessary leave of absence to the trainee to follow training programmes or sit for examinations and Tests referred to in clauses J & K above.	U. The trainee shall observe the business and trade secrets of the training employer.
O. The Trainee shall make every effort to acquire the skills and knowledge to achieve the training objective as envisaged under the Training order.	V. The trainee shall notify the training employer immediately of absence due to sickness, accident or other reason, and submit medical certificates if necessary.
P. The trainee shall carry out with due care the work assigned by the training employer during the course of training.	W. The trainee shall be entitled to fourteen days of casual leave and seven days of medical leave. However if the training period is less than one year the above leave entitlement shall apply on a proportionate basis.
Q. The trainee shall adhere to all directions issued as part of training by the training employer the trainer or any other authorised person.	

#### GENERAL

It is also hereby agreed between the training employer and the trainee that the following general rules apply during the period of this contract:-

- That the trainee shall be covered by the Workmen's Compensation Ordinance and the Factories Ordinance;
- Where the training contract of a trainee is terminated after the completion of the probationary period through the failure of the training employer to carry out the terms and conditions of this contract, he shall pay to the trainee, compensation, the quantum of which shall be determined by the NAITA and where this contract is terminated after the completion of the probationary period through the failure of the trainee to carry out the terms and conditions, of the contract, he or his legal representative shall pay to the employer compensation, the quantum of which shall be determined by the NAITA. All procedure to be followed in this regard shall strictly be in accordance with the provisions set out in Act No. 20 of 1990 and regulations made thereunder.
- that any disputes arising between parties to this contract related to training shall be referred to the Chairman NAITA for arbitration. The decision of the Chairman NAITA shall be Final.
- The trainee shall be considered as a "Workman" as defined under the Industrial Disputes Act.

..... Sig. of Training Employer	..... Sig. of Trainee/Parent of guardian
Name.....	Name.....
Address..... (Company Seal)	Address.....
On This..... day of.....	
Witness for employer	Witness for Trainee
..... Signature	..... Signature
Name.....	Name.....
Address.....	Address.....



## ANNEX – 6 (Novation of Contract Form)

National Apprentice and Industrial Training Authority

Form No: 10

### NOVATION OF TRAINING CONTRACT

This contract made this ..... day of ..... 20..... between  
.....(herein  
after called the first Employer) carrying on business at .....  
.....  
of the one part and .....  
(herein after called the New Employer) carrying out business at .....  
.....  
..... of the second part and .....  
(herein after called the apprentice) of the third part.

Where as the First Employer, who executed the contract registered with the Chairman, National Apprentice and Industrial Training Authority under registration No. .... on the ..... day of ..... 20..... with the apprentice under the Tertiary and Vocational Education Act No: 20 of 1990 is for reasons stated in writing / unable to fulfill his obligations or to give exposure to a different working environment under the said contract.

And where as the Chairman, National Apprentice & Industrial Training Authority is satisfied that for reasons stated by the first Employer, who is unable to fulfill his obligations or required work experience as per the training schedule under the said contract and that is in the interest of the apprentice that the apprentice is engaged as an apprentice under the New Employer for the unexpired portion of the period of apprenticeship training.

And the New Employer has agreed to engage, the apprentice for the unexpired portion of the period of his apprenticeship training and to fulfill his obligations under the said contract already executed by him with the first employer.

Now these presents witness and it is actually agreed by and between the parties as follows.

2.....

- (1) The contract of apprenticeship with the first employer shall terminate between the apprentice and the first employer with effect from the date this contract is registered with the Chairman, National Apprentice and Industrial Training Authority and no obligation under the contract shall be enforceable at the instance of any party to the contract against the other party therein.
- (2) The contract of apprenticeship already executed between the first employer and the apprentice shall be the contract executed under the Tertiary and Vocational Education Act No. 20 of 1990 between the new employer and the apprentice with effect from the date on which this contract is registered with the Chairman, National Apprentice and Industrial Training Authority. The obligation of the new employer and the apprentice under this contract shall be enforceable at the instance of any party to this contract against the party therein.

In witness where of the parties hereto have executed these presents the day and the year first written above.

Signed by .....  
(Signature of First Employer) first employer above named in the presence of)

1. ....(Signature of first witness)
2. ....(Signature of second witness)

Signed by .....  
(Signature of New Employer) the New employer above named in the presence of)

1. ....(Signature of first witness)
2. ....(Signature of second witness)

Signed by .....  
(Signature of apprentice) the apprentice above named in the present of)

1. ....(Signature of first witness)
2. ....(Signature of second witness)

## **ANNEX – 7 (Instructions to prepare the Training Report)**

### **9.1 Format Requirements**

Font type must be “Times New Roman”. Text size must be 12 with 1.5 line spacing throughout the report except the cover page. Details to prepare cover page is given in section 9.3.1 and a sample cover page is illustrated in **Annex 8**. Page size must be A4. Margins should be 2.5 cm on each side except left margin. Left margin should be 3.0 cm. All pages of the report should be properly numbered at the bottom center of the page. Each chapter should start in a new page. Uniform spacing between paragraphs, after heading and sub headings etc., should be followed throughout the report.

Students are advised to use spell and grammar checkers available with word processors to improve the quality of the report. Student may use color photos and figures as they wish. But text should be printed in black color.

### **9.2 Special Notes**

- i. Training reports of students (even if training was in the same organization) should not be similar in content. If such cases are reported all students concerned would have to resubmit such reports.
- ii. Do not copy text directly from books, old reports, web pages etc.,
- iii. Blank forms, empty pages, schedules etc. should not be included into the report.
- iv. All figures, diagrams, charts, tables etc. should be properly numbered and described into the report. Charts and diagrams are both called figures. Figures and Tables should be numbered according to the chapter. Do not number Figures and Tables according to section and subsection. Sources of figures, diagrams, charts, tables etc., obtained from books, journals, web pages etc., should be mentioned at the caption as 'sources'.
- v. If abbreviations are used, they must be separately listed at the end of the report.
- vi. No hand written text (even to write page numbers) is allowed in the report.

### **9.3 Contents of the Report**

The training report should contain the following features in the order shown;

#### **9.3.1 Cover Page**

This page includes the academic information on department, training organization, training period, etc. Center all text lines horizontally. Do not put any page number and do not use any colour on cover page. A sample cover page is shown in **Annex 8**. Do not put any logo of training organization.

#### **9.3.2 Acknowledgement**

A brief text appreciating the help and guidance provided by academic staff, agencies, institutions and any other personnel to you during your training. Limit to one page maximum (at 1.5 line spacing). Do not put any page number on this page.

### 9.3.3 Contents

This page will provide a guide to the contents of the text. The first item listed is the first item appearing after the Table of Contents. Every heading and subheading within the text should be listed in the Table of Contents. Student may indent the headings on this page in any consistent style.

### 9.3.4 List of Tables

Similar to the Table of Contents, but only lists the titles of the Tables that are included in the report.

### 9.3.5 List of Figures

Similar to the Table of Contents, but only lists the titles of the figures that are included in the report.

### 9.3.6 Mandatory Chapters

Normal page numbering may start from the first chapter. Page numbering should appear at the bottom center. **Section 9.4** shows the mandatory chapters need to be included in a typical report.

### 9.3.7 References

Contains a list of texts explicitly cited in your report. All reports must have references. Use **Harvard referencing style** in all citations and references.

### 9.3.8 Appendices Cover (Title) Page

This page is required if report contains appendices. This page is a cover page for the entire appendices section. Center the heading “APPENDICES” vertically as well as horizontally. Should use the same font and font size (Times New Roman with font size 20) when preparing this page.

### 9.3.9 Appendices

This part of the report contains supplementary, informational and or illustrative material too lengthy to include in the body of the text.

## **9.4 Mandatory Chapters**

### 9.4.1 Introduction to the Training Establishment (Chapter 1)

History of the training establishment, its present status, its main functions, organizational structure and hierarchical levels etc. must be included and described in this chapter using undergraduate’s own words. Direct extract of information from company brochures or web sites will lead to non-acceptance of the report. Training establishment’s present performance, strengths, weaknesses, profitability, usefulness to Sri Lankan society in general along with suggestions to improve its performance further and possible constraints to achieve such objectives should be included and is compulsory for this chapter.

### 9.4.2 Training Experiences- Technical (Chapter 2)

This chapter should begin with an introduction to the work site where the student is assigned. The student should clearly state the status of the work site when the student is reported to training. For example, work site may be a construction of a multi-story building. By the time the student is assigned, the concreting of the second floor may be in progress. Then student should write this clearly. He/she should not write details about foundation, soil investigations etc. in the report, since

these activities were conducted prior to the student's arrival. On the other hand, your work site may be a factory, garage, lab, design office etc. In this case you may write about the activities carried-out during the training period. Time period spent in each sections/activity should also be mentioned (may use a tabular format). The places the trainee made visits to during the training should also be included and described in later sub sections.

The following details may be included in this chapter:

- Details of duties, assignments, project work, lab experiments, design work carried out can be described and illustrated with diagrams, charts etc.
- Problems and difficulties encountered during the training period (work related, other personal difficulties during training etc. which may have affected the undergraduate's industrial training) and any solutions found (if any) to the above.
- Information on plant, equipment and machinery encountered during training with details of capacity, type, performance etc.
- In the case of undergraduates involved in project work, such work should be summarized in this chapter and a full report could be annexed if it is not too large.

#### 9.4.3 Training Experiences- Management (Chapter 3)

This chapter should contain the details of administrative and office practices, financial and safety procedures etc. encountered during the training. The main focus should be on your management experience during the training including the challenges you faced in completing the tasks. Include good management practices you learned, and how you carried out planning for a given task or activity at your training placement.

Student may also write about management styles adopted by the authorities to motivate/control the subordinate staff. You may criticize these practices and propose your suggestions. Student's observation on organization present condition and suggestions for possible improvement may also be presented.

Problems and difficulties encountered during the training period (training personnel related). which may have affected the undergraduate's industrial training) and any solutions found (if any) to the above.

If you get a chance to train in different sections of the same organization, you may also compare and contrast the administrative practices adopted in different sections.

Student is also encouraged to write about communication skills and techniques used during the training period when liaise with different stakeholders. (e.g. Site instructions, report writing, design documentation and etc.)

#### 9.4.4. Practice of Professional Standards and Engineering Ethics (Chapter 4)

Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct. Industrial training in a job site where professional engineers are working alongside with the trainees provides a valuable insight into professional practice. This would be a complement to the learning takes place in the University. In this chapter, the student is expected to write about professional enrolment of engineers during industry related experiences and standards followed in the training place.

You may also discuss about any situation that lead you to rethink of ethics in practice. It is recommended that you refer to Code of Ethics published by the Institution of Engineers Sri Lanka (IESL) for guidance when you discuss about the application of engineering ethics and norms during industrial training.

#### 9.4.5. Environment and Sustainability (Chapter 5)

Sustainability has three pillars, economy, environment and society. There are instances where the economy is given priority over the other two in engineering solutions. While performing the duties as a trainee, it is of great importance to identify that there are impacts of professional engineering solutions to the environment and the society in addition to the apparent economic impacts. This chapter intends to direct you to think and identify sustainability concerns of engineering solutions in brief. It is recommended that you refer to project feasibility reports, environmental impact assessment reports, and public feedbacks relevant to your project/job in addition to the company policies, and practices that give such considerations. You are encouraged to reflect on your training experience giving considerations to environment and sustainability.

#### 9.4.4 Summary and Conclusions (Chapter 6)

This chapter should contain the following two sub sections.

- **Summary** - This section summarizes the experiences gained during the training. A student may describe his/her own experiences within 150 to 200 words (half a page to full page).
- **Conclusions** - In this final section of the report student may write the conclusions of his/her training.

The student may assess his/her own training experiences as excellent / good / satisfactory / poor and justify this assessment with reasons. (A student may indicate his/her disappointments). These comments may not anyway affect the assessment grades. Student may also write his ideas to improve the quality of the present industrial training program adopted by the EEC and the NAITA

ANNEX – 8 (Sample Cover page)



DEPARTMENT OF ..... ENGINEERING

FACULTY OF ENGINEERING

UNIVERSITY OF RUHUNA

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20

INDUSTRIAL TRAINING REPORT SUBMITTED IN PARTIAL FULFILMENT OF THE  
DEGREE OF THE BACHELOR OF THE SCIENCE OF ENGINEERING ..... 2017

12  
↓  
↑

LANKA HYDRAULIC INSTITUTE

KATUBEDDA, MORATUWA

↓  
↑  
20

(..... To .....)

A.B.C. JAYASINGHE (RU/E/...../.....)

12  
↓  
↑

## ANNEX – 9 (Leave Form)

(To be sent by registered post to the Engineering Education Centre, Faculty of Engineering, University of Ruhuna when leave is to be taken)

Name of undergraduate	:	-	.....
			.....
Registration Number	:	-	.....
Semester	:	-	.....
Field of specialization	:	-	.....
Name of the establishment and	:	-	.....
address of work-site			.....
			.....
Leave already taken during the current	:	-	.....
training period			.....
Type (casual/medical) and no. of	:	-	.....
days of leave applied			
Duration of leave	:	-	From ..... To .....
Has the leave been granted by the	:	-	.....
establishment			

.....  
Date

.....  
(Signature of undergraduate)

### Note

This form is solely for the information of the EEC. It does not replace the standard leave application form and procedures of the Training establishment to which the undergraduate needs to adhere.



## ANNEX – 10 (Inspection Report on Undergraduate Industrial Training)

Name of Trainee:					EG/ ...../ .....	
Area of Specialization	Civil		Electrical		Mechanical	
	Road		Elec./Power		Energy & Process Eng.	
	Bridges		Electronics		Materials & Manufacturing	
	Building		Comm.		Control & Automation	
	Design		Software		Mech. Eng. Ser.	
	other		other		Automobile	
Training Stage	First		Second		Repeat	
Training Establishment						
Training Place / Site						
Trainees attendance on the day of supervision			Present	Absent		
				Authorized	Unauthorized	
<b>Observations of the entries made in the Diary</b>						
Availability of Diary for inspection		Available		Not available		
Entries made are		Up-to-date		Not up-to-date		
Quality of notes made in the Diary		Very Good	Good	Fair	Poor	
Quality of sketches diagrams & figures drawn in the Diary		Very Good	Good	Fair	Poor	
Trainee's knowledge about the entries made		Very Good	Good	Fair	Poor	
Trainees attitude towards Training		Very Good	Good	Fair	Poor	
Any specific problem on Training, Trainee wishes to highlight						
<b>Attitude of the Training Officer of the Establishment towards,</b>						
Trainee		Very Good	Good	Fair	Poor	
In-plant training Program in general		Very Good	Good	Fair	Poor	
Any specific problem, the Training Officer of the Establishment wishes to highlight and any other observation:						
Coverage of the relevant Training standard			Sufficient		Not sufficient	
Name of the Training In-charge:			Designation:			
			Signature:			
			Date:			
Name/s of academic staff:			Signature/s:			
			Date:			

## ANNEX – 11 (Assessment Scheme)

Name : .....

Reg. No.: EG/...../..... Field : .....

Training Stage: 1 / 2

Name of Training Establishment: .....

1.Daily Diary (Total 20 marks - by the NAITA representative/Academic Staff member)	NAITA	Academic Staff
1.1 Quality of records made. Especially the notes on difficulties and how they overcame those difficulties (out of 15)		
1.2 Attendance, conduct and comments made by the officers of the training establishment(out of 5)		

Total

### 2. Training Report (Total 30 marks - by the Lecturer In-charge)

	3.0	2.5	2.0	1.5	1.0
	Exec.	V.G.	Good	Satis.	Poor
Overall presentation, Front page, Acknowledgments, and Preface					
Introduction to the training establishment and work site					
Training experience – Technical					
Training experience – Management					
Practice of Professional Standards and Engineering Ethics					
Commitment to Environment and Sustainability					
Summary and Conclusion					
Incorporation of Graphical, Tabular and other illustrations, Inclusion of Analytical and Evaluative features					
References and Appendices					
Grammar and spelling					

Total

### 3. Presentation and Interview (Total 50 marks - by the Panel)

	10.0	8.0	6.0	4.0	2.0
	Exec.	V.G.	Good	Satis.	Poor
3.1 Presentation (Total of 40 marks)					
Quality of Presentation (effective body language, length of presentation and quality of PPT slides)					
Order of Presentation (clear beginning, organization and clear closure)					
Relevant to the training received (supporting details used to explain the concepts)					
Presentation Contents (relevance, supporting details and concepts)					
3.2 Interview (Total of 10 marks)	5.0	4.0	3.0	2.0	1.0
General understanding about the training place (organization, management and safety)					
Overall Performance (confidence in facing an interview, basic understanding of principles and concepts learnt)					

Total (Out of 50)

**Note:** Total marks for each sub section will be calculated proportionately based on the marks allocated above.  
Assessed by

Name/s of the Examiner	Designation	Date and Signature/s

## ANNEX – 12 (Application form of the Training Certificate)

Name of Applicant : - .....  
.....  
Registration Number : - .....  
Field of Specialization : - .....  
Postal Address : - .....  
.....  
.....

### Details of Industrial Training:

Establishment	Period	
	From	To

I certify that the information furnished above is true and accurate.

.....  
Date

.....  
(Signature of applicant)

## ANNEX – 13

**(Contact Details of the Faculty of Engineering, University of Ruhuna and NAITA)**

<b>Designation</b>	<b>Name</b>	<b>Telephone Number</b>
Coordinator / Engineering Education Centre	Eng. D. Samansiri De Silva	091-2229318, 091-2245765~7 Ext. 1112
	General Numbers	091-2245765 ~ 67
	Fax:	091-2245762
	Email:	eec@eng.ruh.ac.lk
Dean Faculty of Engineering	Dr. H.C. Ambawatte	091-2245761
Head / Dept. of Civil and Environmental Engineering	Dr. J.M.R.S. Appuhamy	091-3927422
Head / Dept. of Electrical and Information Engineering	Dr. M.R. Udawalpola	091-3924732
Head / Dept. of Mechanical and Manufacturing Engineering	Dr. Ruwan Gallage	091-3927420
Head / Dept. of Marine Engineering and Naval Architecture	Dr. S. Baduge	077-0551047
Head / Dept. of Interdisciplinary Studies	Dr.(Mrs.) D.M. Kumudu N. Seneviratna	091-3927426
Assistant Registrar, Faculty of Engineering	Ms. H.D.Dissanayake	091-2245764
NAITA, Head Office	General Numbers	011-2863680 011-2888786 naitasitd@yahoo.com
NAITA, Asst. Director/ Special Industrial Training	Eng. Susantha Jayasinghe	011-22888782-5 Ext, 600 071-0542101, 071-6377367 adsit@naita.gov.lk jayasinghe1789@gmail.com
NAITA, District Manager/ Southern	Mr. Narangoda	041-2226958