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மூன்றாம் நிலைக்கல்வி, தொழிற்கல்வி ஆணைக்குழு
TERTIARY AND VOCATIONAL EDUCATION COMMISSION



திறனா සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
 திறன்கள் அபிவிருத்தி மற்றும் வாழ்க்கைத் தொழில்பயிற்சி அமைச்சு
Ministry of Skills Development and Vocational Training

දිනය
 திகதி
 Date] 01-03-2016

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 எனது எண்
 My No.] TVE/08/91

ඔබේ අංකය
 உமது எண்
 Your No.]

To all vocational & technical training centers

**GENERAL COMMUNIQUE ISSUED FOR TRAINING PROVIDERS/INSTITUTIONS
 THOSE REGISTERED/ACCREDITED TO TVEC**

Considering the importance of ensuring overall Quality in training institutions, a circular is issued by the Ministry of Skills Development and Vocational Training to that effect and the circular under reference is attached herewith for your easy reference and necessary actions.

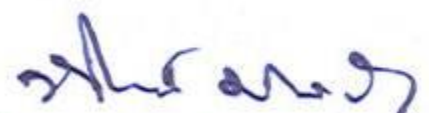
All training institutions are expected to comply the requirements laid down therein.

Further, NVQ division of TVEC has made arrangements to conduct training programmes on QMS targeting the Management Representatives/heads/senior staff of training institutions. Therefore, you are required to liaise with TVEC officers to reserve your participation for training on QMS. TVEC anticipates that training institutions their own could develop required documents and attend to other functions of QMS after attending workshops/training organize by the TVEC.

Details of TVEC training on QMS

Name of the training	Duration	Mode of training	Investment for the institute	Remarks
QMS workshop	One day programme (from 9.00AM to 5.30PM)	English/Sinhala (Tamil on request), presentations, practical exercises	Free of charge, QMS certification as the return on investment	One programme per month. Either in weekends or on weekdays
Training on Internal Auditing	Two day programme (from 9.00AM to 5.30PM both days)	English/Sinhala (Tamil on request), presentations, practical exercises, examinations	Free of charge, QMS certification as the return on investment	On Saturday & Sunday only, programme in every other month, a valid certificate is issued for successful participation

Training institutions are requested to contact Dharshana or KalpaUdara of TVEC on 0773064359 or 0773184466 or 0113054909.


 Malkanthie Jayawardena
 Director General

Copies –

Secretary – Ministry of Skills Development and Vocational Training

Additional Secretary - SSDP



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නිපුණතා සංවර්ධන හා වෘත්තීය පුහුණු අමාත්‍යාංශය
திறன்கள் அறிவிருத்தி மற்றும் வாழ்க்கைத்தொழில் பயிற்சி அமைச்சு
Ministry of Skills Development and Vocational Training

Circular No: MSDVT/SSDP /2016-1

26.02.2016

All Heads of Institutions, Ministry of Skills Development and Vocational Training

All Heads of Institutions supported by the Skills Sector Development Programme

All Training Providers registered and accredited with TVEC

Installation of Quality Management System and

Development of Quality Culture in Training Centers

1. As public expect high quality of services from all institutions, all Vocational Training Centres under the Ministry of Skills Development and Vocational Training and all other training centres registered/accredited with TVEC are required to take following actions to ensure the quality of all their training programmes.
 - Install Quality Management System (QMS) introduced by TVEC and obtain QMS Certificate from TVEC.
 - Get the staff trained in "Embedding Quality Culture" programme conducted by UNIVOTEC and initiate inculcating Quality Culture in all training centres.
2. Colleges of Technology and Technical Colleges of DTET, Ocean University and National Training Institutions of NAITA, VTA and Private & NGO sector training institutions registered/accredited with TVEC shall install and establish either QMS introduced by TVEC or ISO – 9001:2008 / 2015 based QMS. However any of the ISO based QMS shall cover the scope of following nine processes.
 - I. Ensure Availability of Training Equipment, materials and consumables
 - II. Maintain Safe and Conducive Learning Environment and Infrastructure
 - III. Ensure availability of Curricula and Learning Materials Available for all Courses
 - IV. Ensure appropriate and proper academic staff hired and staff requirements fulfilled
 - V. Students Affairs well managed and student enrolment criteria available
 - VI. Training Delivered as per Plan and training records maintained
 - VII. Timely Conduct of Continuous and Final Assessments, and issue certificates
 - VIII. Ensure a mechanism to satisfy customers through a feedback mechanism of Students, Parents and Industry
 - IX. Ensure the Financial concerns and stability

Training institutions also shall ensure the quality delivery of training programmes through well management of these 9 processes. QMS shall include conducting of timely internal audits and third party certification audits and get renewed the QMS certification.

3. In order to meet the Disbursement Link Indicator, all training Institutions under the Ministry, NYSC and other public, private and NGO training centres are expected to meet the following targets of Installation of QMS in 2016.

Institutions and Sectors	Number of Centres QMS installed in 2015	Target for 2016
Department of Technical Education and Training	18	21
Vocational Training Authority of Sri Lanka	19	41
National Apprentice and Industrial Training Authority	1	6
Ceylon German Technical Training Institute		2
University Colleges		5
Ocean university		5
National Youth Services Councils		10
Other Public (Non Ministry), Private and NGO Sector (Minimum)	20	54
Total	58	144

4. Training centres of private & NGO sectors and training centres under the Provincial Councils and other public institutions are required to install QMS in their training centres before 1st renewal of their TVEC registration/accreditation. Those training centres whose TVEC registration is already matured for more than 3 years are requested to install QMS as soon as possible.
5. Training Institutions under the Ministry of Skills Development and Vocational Training and public training institutions supported by the Skill Sector Development Programme are expected to take the lead in installation of QMS in all centres by 2017. TVEC is required to drive other public, private and NGO training centres to install QMS to meet the required targets.
6. At present, installation and maintenance of Quality Management System is compulsory for conducting NVQ Level 5 & 6 programmes. As Quality Management has become high priority in development of TVET sector, it is envisaged to make QMS compulsory for delivery of NVQ Level 1- 4 programmes as well from 2017 on words.
7. All heads of training Institutions under the Ministry of Skills Development and Vocational Training are required to send this circular to their training centres and TVEC required to send this to all other public, private and NGO training centres.


P. Ranepura

Secretary

Ministry of Skills Development and Vocational Training