**Records to be maintained by Registered Training Providers**

The Tertiary and Vocational Education Act No. 20 of 1990 and its amendment Act No. 50 of 1999 provides the policy, institutional framework and the legal framework to ensure the conduct of relevant and quality tertiary and vocational education and training for economic and social development of the country.

The purpose of registration is to -

a) recognise institutions which have demonstrated capacity in providing tertiary and vocational education and training in keeping with the needs of the economy ;

b) raise and maintain academic and professional standards in institutions ;

c) guide institutions to improve the management and delivery of training and to increase the quality and market relevance of training ;

d) help training institutions to establish credibility among the general public ;

e) assist job seekers in identifying recognized training; and

f) help employers to identify institutions offering good training through which trainees are prepared for employment.

The registration of institutions and their courses gives confidence to students, parents, employers, Government and all stakeholders, that training delivery, student assessment and certification meet specified standards.

Accordingly, management of all registered training providers should maintained following records and provided them for TVEC authorities when and where necessary.

1. Form no. R1 – Student Registry
2. Form no. R2 - Details of Certificate Awarded
3. Form no. R3 - Student Attendance Registry
4. Form no. R4 - Teacher’s Daily Diary
5. Form no. R5 - Assignment/Practical (Continuous Assessment) Results Sheet

Sample format for each form is given below.

**Form no. – R01**

**Student Registry**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name the Course: Batch no:** | | | | |
| **Reg. no.** | **Name of Student (Full Name)** | **NIC no.** | **Address** | **Contact Tel. no.** |
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**Form no.- R02**

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| **Details of Certificate Awarded**  **Name of course:** | | | | | | | | | |
| **Name of Student** | **Reg. no** | **NIC no.** | **Date of Course  commenced** | **Date of Course  completed** | **Date of Final assessment** | **Result of the final assessment** | **Date of Certificate  awarded** | **Signature of student** | **Remarks** |
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**Form no.- R03**

**Student Attendance Registry**

**Course Name**: **Date: Time: From …………..**t**o …………..**

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| --- | --- | --- | --- | --- |
| **Name** | **Time in** | **Signature** | **Time out** | **Signature** |
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Topic/Subject covered, practical exercises done during the period ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Teacher’s Name and Signature ……………………………………………………………………

**Form no.- R04**

**Teacher’s Daily Diary**

**Course Name**:

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| **Date** | **Topic/Subject covered or practical exercises done during the period** | **Time Duration** | **Teacher’s Name** | **Signature** |
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**Form no.- R05**

**Assignment/Practical (Continuous Assessment) Results Sheet**

**Course Name**:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assignment /  Practical  **Name** no.  of the Student | Assi/Pr. 1 (Marks) | Assi/Pr. 2 | Assi/Pr. 3 | Assi/Pr. 4 | Assi/Pr. 5 | Assi/Pr. 6 | Assi/Pr. 7 | Assi/Pr. 8 | Assi/Pr…… | Assi/Pr….. |
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