



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

**Minutes of meeting No: 2017/04/226 of the
Tertiary and Vocational Education Commission
held at 3.30 p.m. on 25th April 2017, at the Conference Room,
“Nipunatha Piyasa”, 3rd Floor, 354/2, Elvitigala Mawatha, Colombo 5.**

Present

Prof. Rajiva Wijesinha	- Chairman
Mrs. Malkanthi Jayawardane	- Ex-Officio Member
Major General Gamini Hettiarachchi (Retd)	- Ex-Officio Member
Mr. J. A. Ranjith	- Ex-Officio Member
Dr. Hilary E Silva	- Ex-Officio Member
Mr. Hemal Kasthuriarachchi	- Treasury Representative
Mr. Vadivel Puththirasigamoney	- Appointed Member
Mrs. R.A.D.R. Malini Peris	- Appointed Member
Mr. Kamal B. Siriwardhana	- Appointed Member
Mr. Buddika Ruwan Madihahewa	- Appointed Member
Mr. J Devapiran	- Appointed Member

Excused

Dr. A.U.C. Athukorala	Ex-Officio Member
Dr. (Ven). Kirinde Assaji Thero	Appointed Member
Fr. N.A.H. Pinto	Appointed Member
Mrs. Nirmali V. Hettiarachchi	Appointed Member
	Appointed Member

In Attendance

Mr. G.A. M.U. Ganepola
Actg. Deputy Director (P & R)



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

25th April 2017
Meeting No. 2017/04/226

Preliminaries

1 Welcome

Prof. Rajiva Wijesinha, the Chairman of the TVEC, warmly welcomed all members to meeting No. 2017/04/226 of the Commission in 2017 held on 25th of April at the Conference Room of TVEC.

2 Confirmation of the Minutes

The Minutes of the Commission Meeting No. 2017/03/225 held on 23rd March 2017 were adopted subject to the following corrections.

Item 4.17

4.17 Commission Memo No. 225/04/A-Request to Obtain approval for personal leave to travel

The Commission advised to correct the word of “personnel” as “personal” in the first line.

The last paragraph for informing of the next meeting.

The Commission advised to remove the word “March” from the last paragraph of the minutes.

3 Commission Memos

3.1 Commission Memo No. 226/01 – Reimbursement of additional fuel expenses

Approval of the Commission was granted for reimbursement of additional fuel expenses for the months of March and April 2017.

3.2 Commission Memo No. 226/02 – Attending an International Conference for Research paper publication & presentation

The report was submitted on the advice of the commission for memo No

D(Admin
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D(Admin
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TERTIARY AND VOCATIONAL EDUCATION COMMISSION

224/07 and the commission accepted the position as reported.

3.3 Commission Memo No. 226/03 – Vehicles Maintenance Cost-2016 November to 2017 February

D(Admin
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The Commission approved the Memo subject to review by an automobile expert. Mr. Madihewa will review the report.

3.4 Commission Memo No. 226/04 –කොමිෂන් සභාවේ නිලධාරීන් සඳහා දෙමළ භාෂා ප්‍රවීණත්වය ලබා දීම

D(Admin
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Approval was granted to conduct Tamil language classes for TVEC staff. TVEC officers are requested to follow English courses to improve their writing skills and this can be funded using the training fund.

3.5 Commission Memo No. 226/05 –Incentive Payment for TVEC executive staff members holding postgraduate Qualifications

D(Admin)

All members of the Commission agreed that this need not be approved since Postgraduate qualification is a requirement for recruitments/promotions. Officers are supported for studies by the organization.

3.6 Commission Memo No. 226/06–Registration of Training Institutions

D(R,A&
QMS)

The Commission approved the new registration of 06 institutions, renewal of 28 institutions and course inclusion of 05 institutions, as listed in the annexure attached to the Commission Memos.

3.7 Commission Memo No. 226/07 –Termination of Registration Status

D(R,A&
QMS)

The Commission approved the termination of registration status of 48 training institutions, as per recommendation of the Commission Memo.

3.8 Commission Memo No. 226/08 –Inclusion of Courses for registration

D(R,A&
QMS)

The Commission approved the inclusion of courses for registration as listed in the Commission Memo.

3.9 Commission Memo No. 226/09 – Endorsement of National Competency Standards-Occupational Safety and Health Sector NVQ Level 5/6

D(NCS,
Curricula
& QMS)



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

The Commission rejected the Memo and advised to resubmit the Memo with the Curriculum.

The NVQ steering committee had taken a decision that different levels should not be mixed up in any curriculum, and Director (NVQ) was advised to adhere to this principle.

3.10 Commission Memo No. 226/10 –Accreditations of Training Courses

The Commission approved the accreditation of 12 new courses conducted by the Public Sector and 6 courses conducted by the Private & NGO Sector.

D(R,A&QMS)

The Commission also approved the renewal accreditation of 37 courses conducted by Public sector institutions and 06 courses conducted by Private and NGO sector institutions.

3.11 Commission Memo No. 226/11– Accreditations of Training Courses (English Soft Skills)

The Commission approved the accreditation of 3 Building Career Skills courses conducted by Private and NGO Sector institutions and 2 Advanced Career Skills courses conducted by Public Sector and 1 course conducted by Private and NGO Sector institutions.

D(R,A&QMS)

3.12 Commission Memo No. 226/12– Awarding of QMS certification based on ‘SIX by NINE’Matrix to TVET Insititutions

Approval of the Commission was granted to award the recommended certification to VTC Thambuththegama, VTC Dickwella, VTC Urubokka, TC Vavniya, TC Dehiatthakandiya, Sri Lanka School of Agriculture Anuradhapura.

D(R,A&QMS)

3.13 Commission Memo No. 226/13-Withdraw NVQ Certification from courses as to which new courses at the same level have been developed

The Commission decided to hold the matter. DTET and VTA were requested to do scientific study with accurate information to prepare an action plan to minimize the dropouts.

D(NCS, Curricula & QMS)

The Commission also suggested having a planning meeting for rationalization.



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

3.14 Commission Memo No. 226/14-Qualifications for Assessors

Approval of the Commission was granted to implement the recommendations regarding qualifications for assessors.

D(Q&A)

3.15 Commission Memo No. 226/15 - Alternative System for providing Financial Assistance to Training Centers

The Commission approved the alternative system for providing financial assistance to training centers.

The Commission advised to submit the list of the short courses conducted by VTA in the three provinces proposed for assistance.

D(P & R)

3.16 Commission Memo No. 226/16- Awarding of QMS certification based on 'SIX by NINE' Matrix to TVET Institutions

Approval of the Commission was granted to award the recommended certification to South Asian International Institute of Higher Education Nugegoda, YESS Academy and Salon, Ladies College(IPS), South Asian International Institute of Higher Education Kandy, Southern Lakma Hotel School & Hair Beauty Academy, Dreamron College of Arts and Beauty.

D(R,A &QMS)

3.17 Commission Memo No. 226/01/A –Training of Trainers in Aluminum Fabrication Skill and Training & up grading of Industry Fabrication

Approval was granted to release Rs.150,000.00 to MESSCO to conduct a trainer training programme.

D(IL)

3.18 Commission Memo No. 226/02/A –කළමනාකරණ සහකාර තනතුර සඳහා බඳවා ගැනීමට අනුමැතිය ලබා ගැනීම

The Commission approved to appoint four (04) Management Assistants who had over 50% marks for the interview.

The Appointments **are conditional on** circulating the required information to the members of the Commission and if any objection is received, the decision will be deferred to the next meeting.

D(Admin)

3.19 Commission Memo No. 226/03/A – පරිපාලන නිලධාරී තනතුර සඳහා බඳවා ගැනීමට අනුමැතිය ලබා ගැනීම

The Commission advised to hold another interview for the Administrative

D(Admin)



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Officer position, with the Chairman present.

3.20 Commission Memo No. 226/04/A-කාර්යාල කාර්ය සහායක තනතුර සඳහා බඳවා ගැනීමට අනුමැතිය ලබා ගැනීම

D(Admin)

The Commission advised to advertise the Office Aide position again because the choice is very narrow.

3.21 Commission Memo No. 226/05/A-භාෂා පරිවර්තක තනතුර සඳහා බඳවා ගැනීමට අනුමැතිය ලබා ගැනීම

D(Admin)

The Commission approved to appoint one (01) Translator. (Ms. M. Sakeem Pathima Siyamak).

The appointment is conditional on circulating the required information to the members of the Commission and if any objection is received, the decision will be deferred to the next meeting.

3.22 Commission Memo No. 226/06/A-තොරතුරු තාක්ෂණ සහකාර තනතුර සඳහා බඳවා ගැනීමට අනුමැතිය ලබා ගැනීම

D(Admin)

The Commission approved to appoint one (01) Information Technology Assistant. (Mr. K. P. B. N. Pathirana) The appointment is conditional on circulating the required information to the members of the Commission and if any objection is received, the decision will be deferred to the next meeting.

4 Decisions

4.1 Guidelines on appointing assessors for assessments will be discussed at the next NVQ steering committee meeting and incorporated in the Operations Manual if accepted.

4.2 Director level senior officers should participate in the Sector Council meetings for making decisions.

4.3 The commission noted anyone submitting memos should ensure spell checks.

4.4 The Appointments under the **Commission Memo Nos. 226/02/A,**



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

226/05/A, 226/06/A are conditional on circulating the required information to the members of the Commission and if any objection is received, the decision will be deferred to the next meeting.

- ❖ It was decided to hold the next Commission Meeting at 3.30 pm on 19th May 2017 at the conference room of the TVEC.

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Mr. G.A. M.U. Ganepola
For Board Secretary

Cc. Secretary,
Ministry of Skills Development and Vocational Training
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