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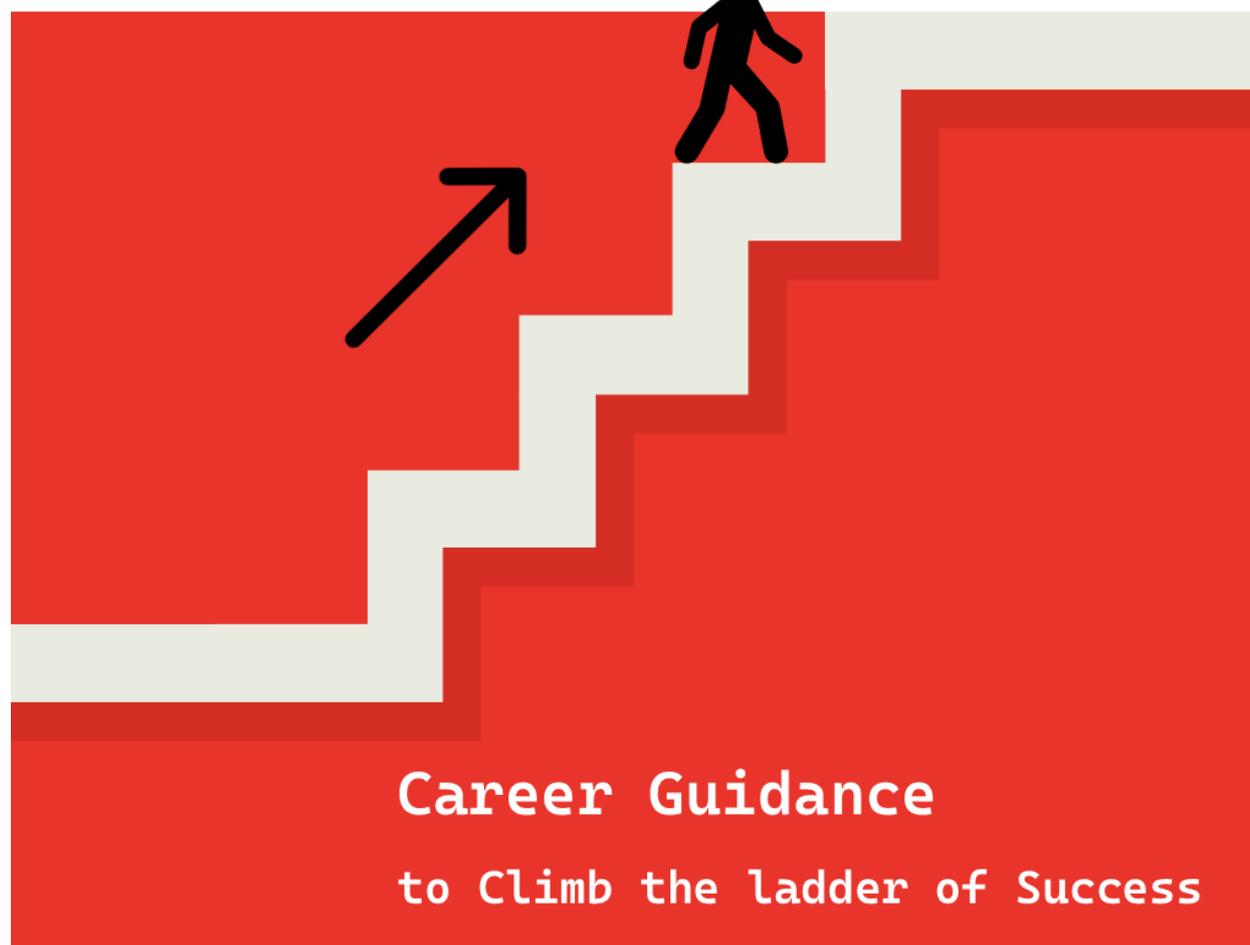
CareerOne Platform

[User Manual (CGO)]

V1.0

Jan. 2025

Careerone.gov.lk



Career Guidance

to Climb the ladder of Success



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I

CareerOne Platform Overview

① CareerOne Platform Scope

[Project execution institutions]
70 Technical and Vocational Education Institutions in Sri Lanka (TVET Institutions)

[Target]
NVQ 5,6,7 of Technical & Vocational Education Institutions from 4 sectors (Construction, Manufacturing, ICT, Tourism)

[Users]

- Trainee : Trainees and applicants from 70 institutions
- CGO : NAITA(3), Others(4) DTET(CoT(9), TC(25)), VTA(DVTC(11), NVTI(6), VTC(5) UNIVOTEC : UNIVOTEC(1), UC(6)
- Industry Association (ICTISC, CISC, TISC, MESSCO) and companies
- General User

“TVET Career Platform”

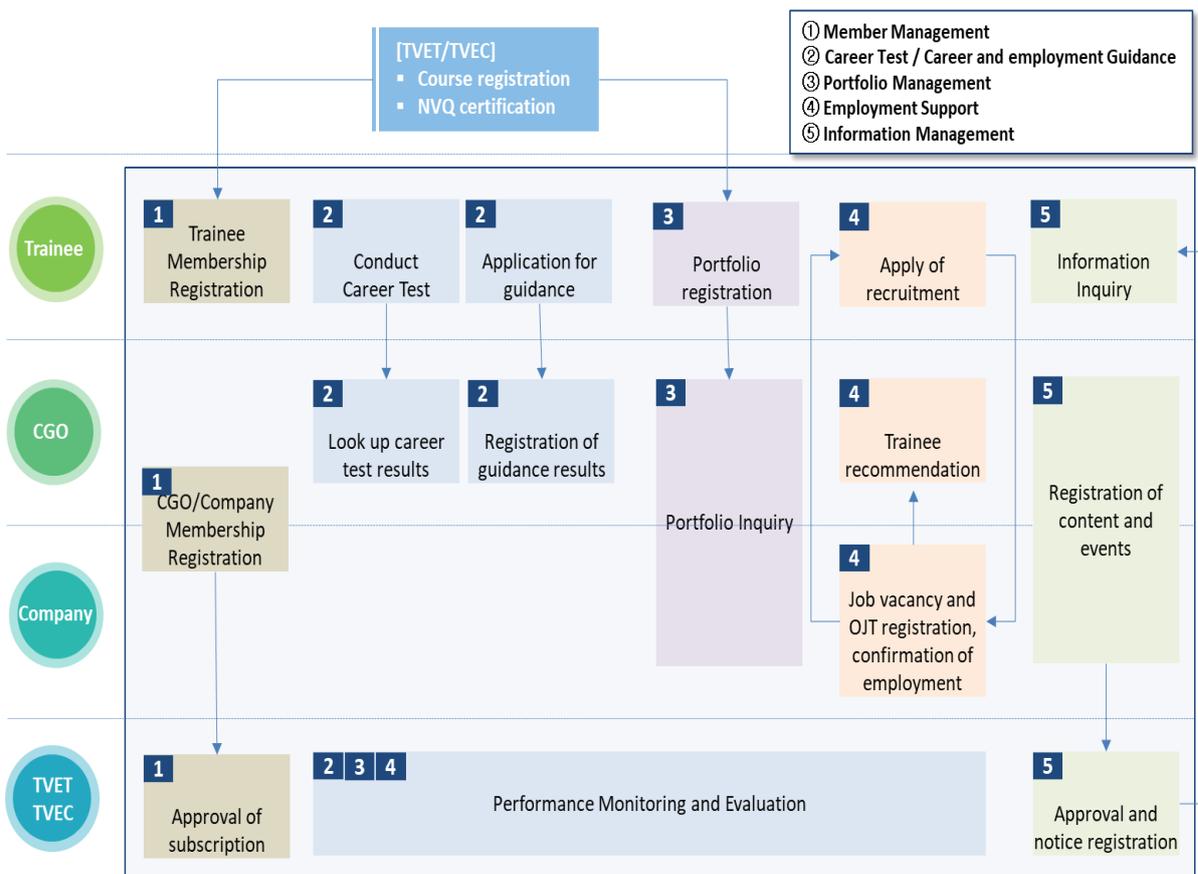
Trainees will receive career guidance and job support through CGOs, and create an environment of decent job opportunities by sharing employment information among Companies, TVET Institutions, and TVET Trainees.

Web(PC, Mobile, Tab)
Mobile app (for Trainee)

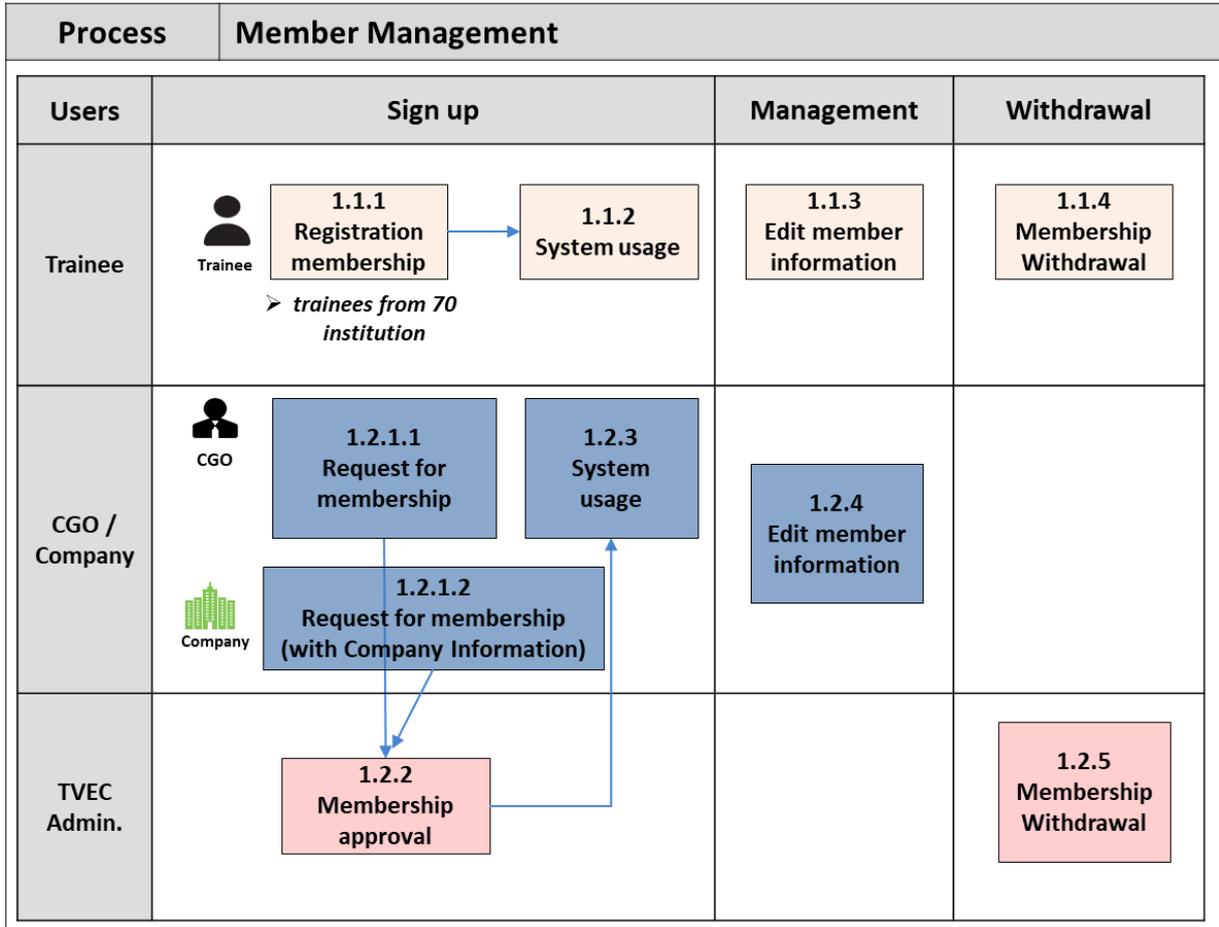
www.careerone.gov.lk

Google play store / App store
“Careerone”

② Key functions



③ Process



[Sign up]

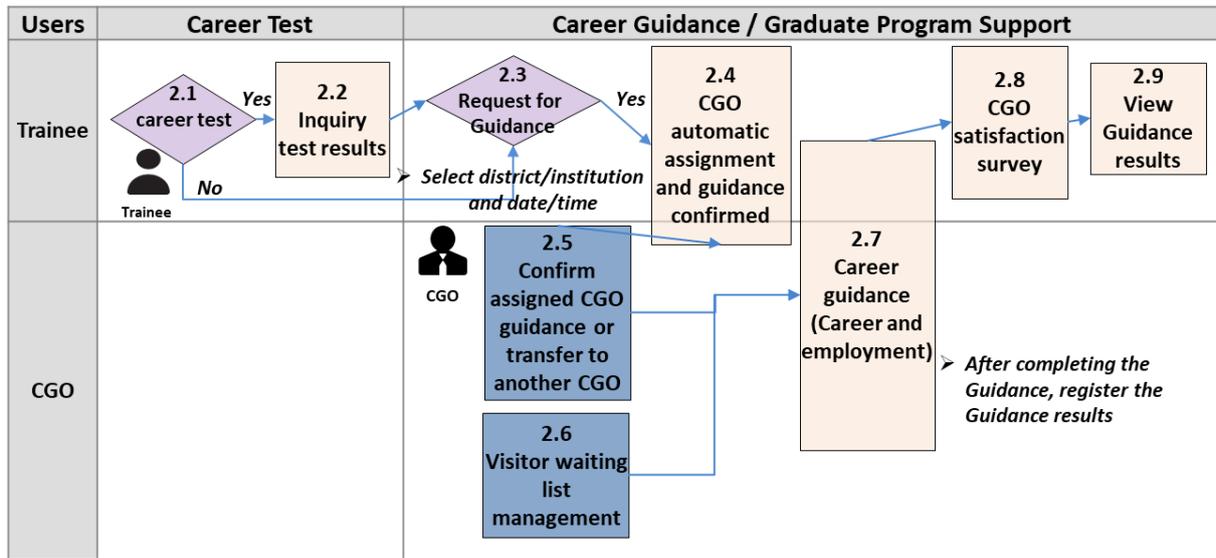
- Membership Registration (Trainee/CGO: NIC)
- CGOs and companies need TVEC’s approval

[Member information management]

- Membership information can be modified without approval
- Manage the password for the site

[Member withdrawal]

- Trainees can directly withdraw. If they sign up for a new membership after withdrawal, users cannot view their history.
- The membership withdrawal of the CGO and the company is handled by the TVEC admin.

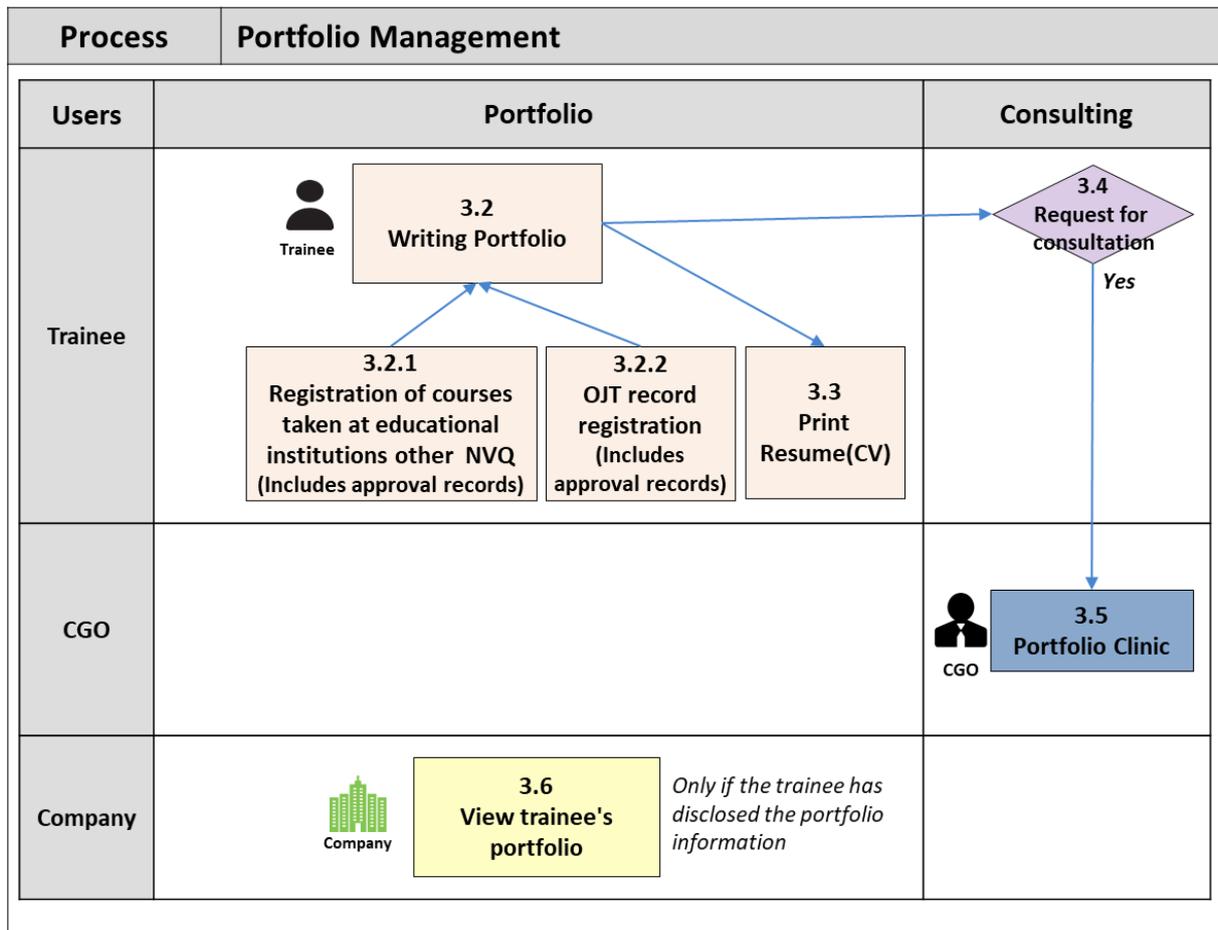


[Career Test and Consultation reservation]

- Trainees can select career tests and view their results after testing, and are directed to the NIE site to upload their results. CGOs can view trainees’ career test results.
- Trainees can make an online reservation for counseling regardless of their career test. When a trainee goes to the institution in person for counseling, the CGO registers the list of counselors.

[Guidance]

- When a trainee registers the district and time while making an online reservation, they are automatically assigned to a consultable CGO.
- Assigned CGOs can confirm or reject. The TVEC administrator monitors the consultation reservation allocated to CGOs that cannot be confirmed. If a CGO rejects the assigned counseling more than three times a month, an alarm will be raised.
- The guidance results must be registered after the guidance. During the guidance, the CGO can inquire about the trainee’s career test results and portfolio information.
- After the guidance, the trainee can view the results after completing a CGO satisfaction survey.
- In the case of online inquiry counseling, when the trainee registers the counseling request details, the assigned CGO can answer through the platform.

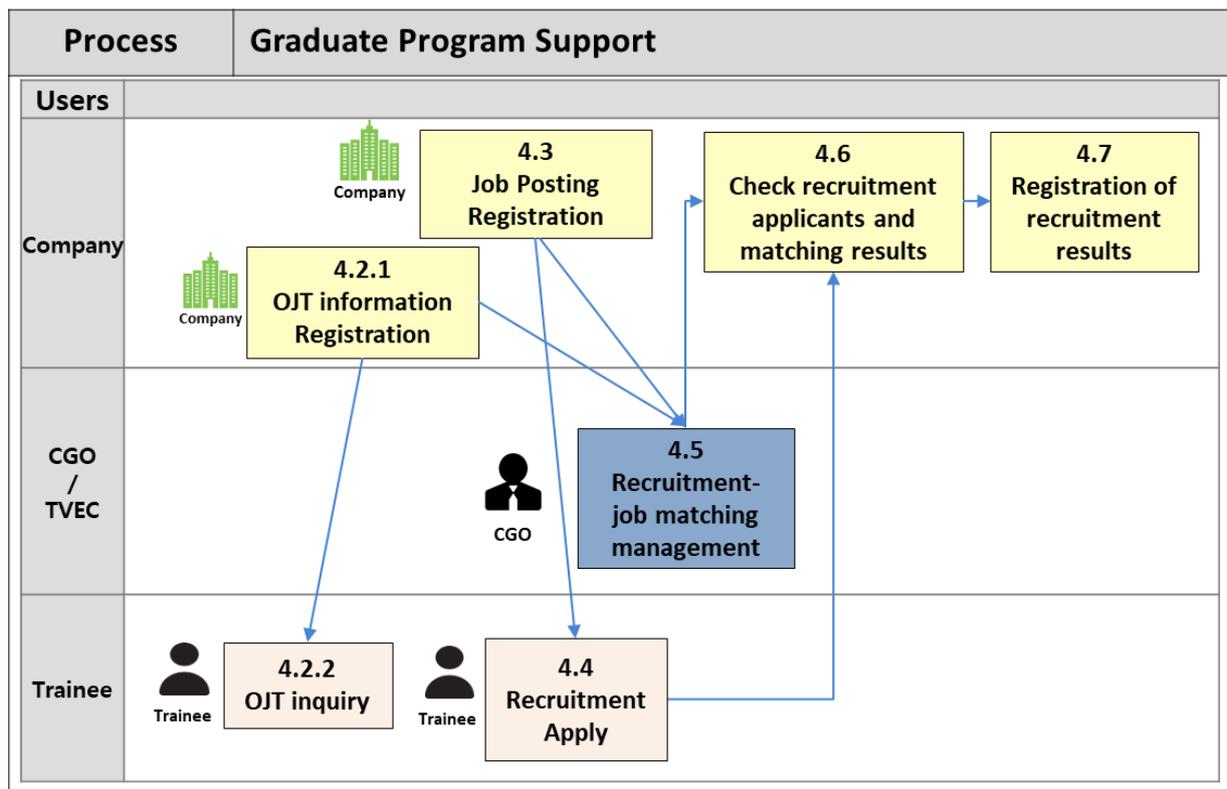


[Portfolio management]

- Trainees register their portfolio information.
- Education and qualification information is automatically obtained from TVEC. Trainees can additionally register information in their portfolios.
- If the trainee chooses to disclose the portfolio, the company can view the trainee's information.

[Guidance]

- Trainees can consult with the CGO about their portfolio (the guidance process is the same)

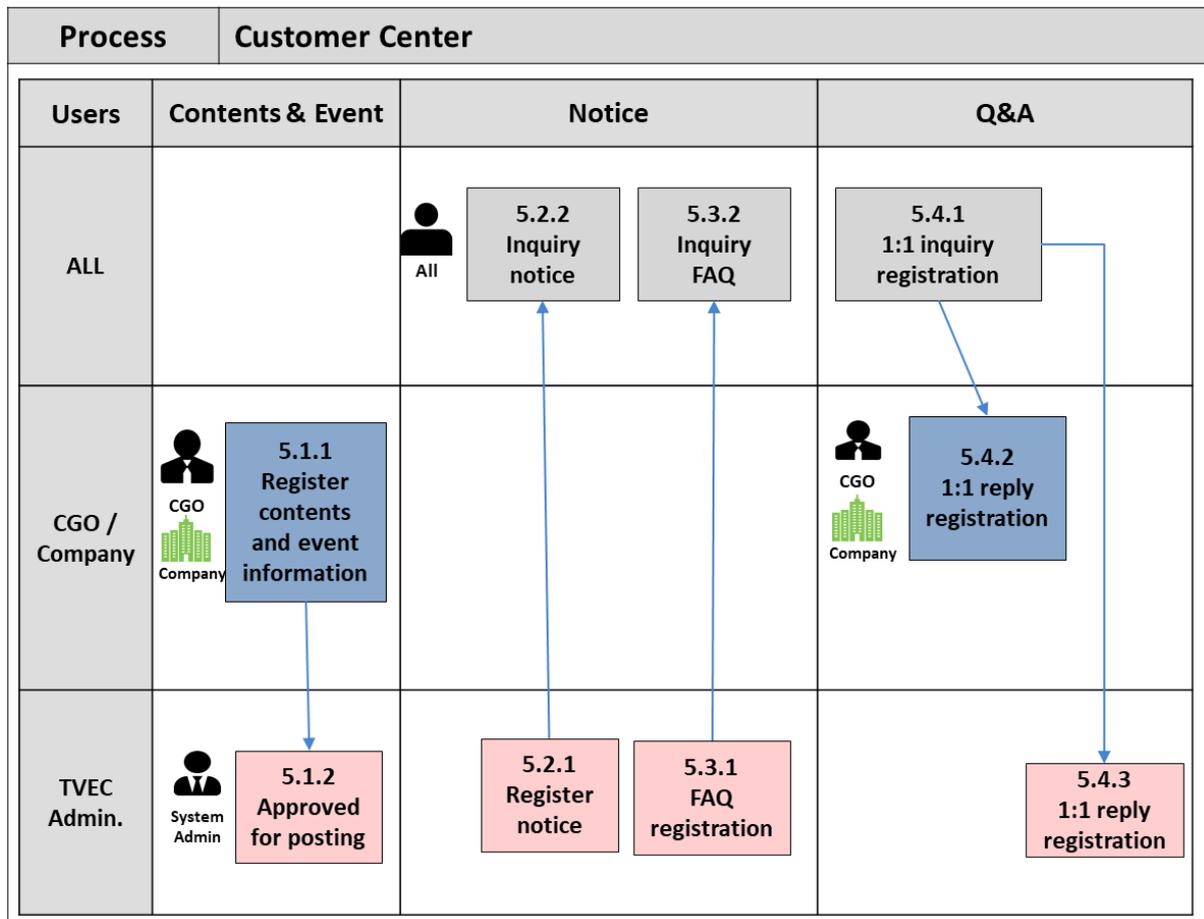


[Employment support]

- When a company registers recruitment information, trainees can apply. CGOs can also recommend trainees to companies.
- When a company selects candidates from among applicants and recommended candidates, an alert will be sent to the trainee, and when the company selects a final employee, the result will also be registered.
- If a trainee checks the disclosure of information in their portfolio, the company can inquire about the trainee’s portfolio information.

[OJT]

- OJT information registering by companies and CGOs, and trainees and CGOs can inquire.
- CGOs recommend trainees by reviewing the OJT details, and the results can be viewed by Companies and NAITA.
- Trainees register their results in the portfolio at the end of the OJT.



[Contents and Event]

- CGOs and Companies can upload their own events or content, and if the TVEC administrator approves, the entire users can inquire through the system.

[Notice]

- All users can inquire by registering TVEC's announcements or frequently asked questions and answers.

[Q&A]

- If users leave questions, CGO, companies, and TVEC will provide answers.
- The user may select an object to be answered when leaving a question.

④ Menu structure for all users

(R:Register, V:View, C:Confirm)

Menu			Trainee	CGO	Company	Admin
About us			V	V	V	R
Career Guidance	Career test	Career Interest Test, Career Key Test, Interest and Ability Test, Interest, Ability and Personality Test	R	V	-	V
Career Guidance	Counselling	Request, Counseling List, My schedule	R	R	-	V
Career Guidance	Portfolio		R	V	V	V
Career Guidance	Employment	Employment Policy, News Letter	V	V	V	R
Career Guidance	Job / Career Information	Job Information, Career Expert Interview	V	V	-	R
Career Guidance	Employment support	Portfolio Writing Tips, Interview Strategies Employment Tips, Success Stories	V	V	-	R
Job support	Company list		V	V	R	V
Job support	Job vacancy management		-	-	R	V
Job support	Job post list		R (apply)	R (match)	-	V
Job support	Trainee list		-	V	V	V
Job support	Candidate list		-	-	V	V
Job support	OJT list		V	R	R	V
Information	Content management	Video, Document	-	R	R	R/C
Information	Events		V	R	R	R/C
Information	Q&A		R	R	R	R
Information	Notice	Notice, FAQ	V	V	V	R

⑤ Menu structure

Menu-1	Menu-2	Menu-3
Home	Home	
	Sign-in, My Page, Sign-out	
About us		
Career Guidance	Career Test	
	Counseling	
	Portfolio	
	Employment	Employment Policy
		News Letter
	Job / Career Information	Job Information
	Career Expert Interview	
Job support	Employment support	
	Trainee list	
	Company list	
	Job list	
Information	OJT list	
	Content management	Video
		Document
	Event	
	Q&A	
	Notice	

II

User Manual (CGO)

① Home

1-1. Home

The screenshot displays the CareerOne Platform Home page. At the top, there is a navigation bar with 'Accessibility' (5), 'English' (6), and 'Sign in' (7) buttons. Below this is a main banner with the heading 'TAKE CONTROL OF YOUR CAREER' and a sub-heading 'with our personalized assessments and discover your strengths, weaknesses, and potential through comprehensive testing and one-on-one guidance.' A large image of a smiling woman is featured in the banner, with the text 'IN THE STAGE OF LIFE' and 'CAREER GUIDANCE' overlaid. Below the banner are three icons for 'Trainees', 'CGO', and 'Company' (8). The 'Our sector' section includes four categories: 'ICT' (9), 'Tourism', 'Manufacturing', and 'Construction', each with a representative image. A section titled 'Occupational psychological test : Fining Your True North' (10) features a 3D bar chart and a 'Test now' button. The 'Recent jobs' section (11) displays four job listings from 'Videa', including 'Salesforce Developer (Junior & Expe...', 'test2', 'test', and 'KẾ Toán Nội Bộ Kiểm Admin - Mạnh Ph...'. An inset on the right shows the 'Accessibility' menu (6) with options for 'Dark mode', 'Increase contrast', 'Invert color', and 'Zoom'. Below it is the 'English' language selector (7) with options for 'English', 'සිංහල', and 'தமிழ்'.

Events 12 View more 13



Event(2024.12.19)
2024-12-19 @ TVEC Adminl Career P...
Read more



TEST EVENT1212
2024-12-17 @TVEC Adminl Career P...
Read more



Job fail(2024.12.22)
2024-12-22 @TVEC Adminl Career P...
Read more



TEST(cgo)1217_1
2024-12-17 @vera_coo(2024111) c...
Read more

Family Site 14 **Related Organizations** 15



"Career one" aims to provide high-quality career guidance for trainees with high-level vocational skills in Sri Lanka

Contact us 16

Get the app

Download on the App Store | GET IT ON Google Play

Follow us 18

17

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14 **Family Site**

- NVQ
- SKILLS PASSPORT
- TVEC

15 **Related Organizations**

- UNIVOTEC
- NAITA
- DTET
- VTA
- Ocean University

13 **Home > Information > Public event list**

Event title Search

Event type Recently



Job fail(2024.12.22)
2024-12-22 @TVEC Admin...
View more



Event(2024.12.19)
2024-12-19 @TVEC Admin...
View more



TEST EVENT1212
2024-12-17 @TVEC Admin...
View more



TEST EVENT
2024-12-17 @TVEC Admin...
View more

Function Description

1. "Home"

If you click the Home button, you'll be taken to the main page.

2. "About Us" – More detailed information on the page

If you click the "About us" button, you'll find a description of the career platform and information about the participating organizations. If you click on an organization's name, you'll be taken to the organization's homepage for more information.

3. "Career Guidance" – More detailed information on the page

If you click the "Career Guidance" button, you can check information about Employment, Job/Career Information, and Employment support,

Each menu contains Employment policy, Newsletters / Job Outlook, Career Expert Interview / Career support, New Career, Portfolio writing Tips, etc.

4. "Information" – More detailed information on the page

If you click the "Information" button, you can view the Event, Q&A, and Notice screens respectively.

5. "Accessibility" – More detailed information on the page

The "Accessibility" button is designed to improve accessibility for users and includes features like Dark mode, Increase Contrast, Invert Color, Zoom, and more.

6. "Language" – More detailed information on the page

By clicking the "Language" button, you can change the platform language to one of the following languages: English, Sinhala, or Tamil.

7. "Sign- In" – More detailed information on the page

Click the "Sign In" button to log in as a user.

8. "User Guide" – More detailed information on the page

Click the "USER" button ("Trainee", "CGO", "Company"). For each user, it lists the features available within the platform by keyword. You can download the user manual by clicking "Download User Manual".

9. "Our Sector" - More detailed information on the page

Click on the Sector menu to learn about industry trends, impacts, and developments in key sectors.

10. "Career Test" - More detailed information on the page

If you click on the "Career test" button, you will be directed to a page where you can take the Career Interest Test, Career Key Test, Interest and Ability Test, and Interest, Ability, and Personality test.

11. "Recent Jobs" – More detailed information on the page

Recent Jobs provides information about recently posted jobs that you can click to view.

If you press 'View more', the detailed list will be displayed.

12. “Events” – More detailed information on the page

If you click the “Event” button, you can see the information of the currently registered events. If you click ‘View More’ at #13, you can see it in a bulletin board list format.

14. “Family sites” – More detailed information on the page

If you click the “Family Site” button, you’ll be linked to NVQ, Skill Passport, and TVEC sites.

15. “Related Organizations” – More detailed information on the page

If you click the “Related Organizations” button, you can access UNIVOTEC, NAITA, DTET, VTA, and Ocean University institutions.

16. “Contact us” – More detailed information on the page

If you click the “Contact us” button, you will find TVEC’s office address, contact phone number, and email address of the Career Platform representative.

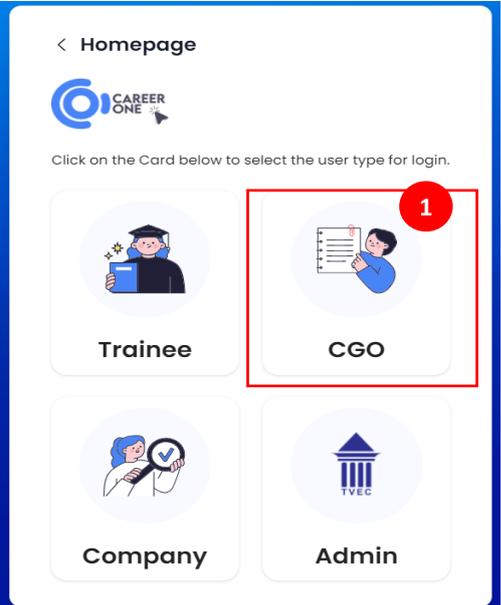
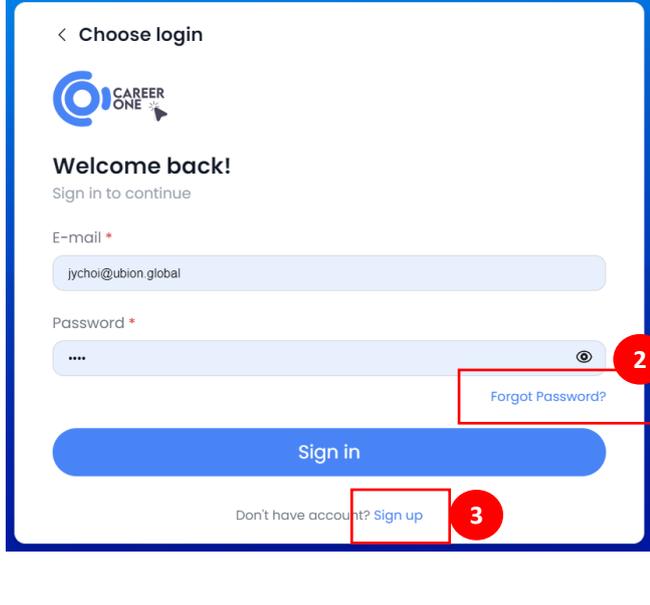
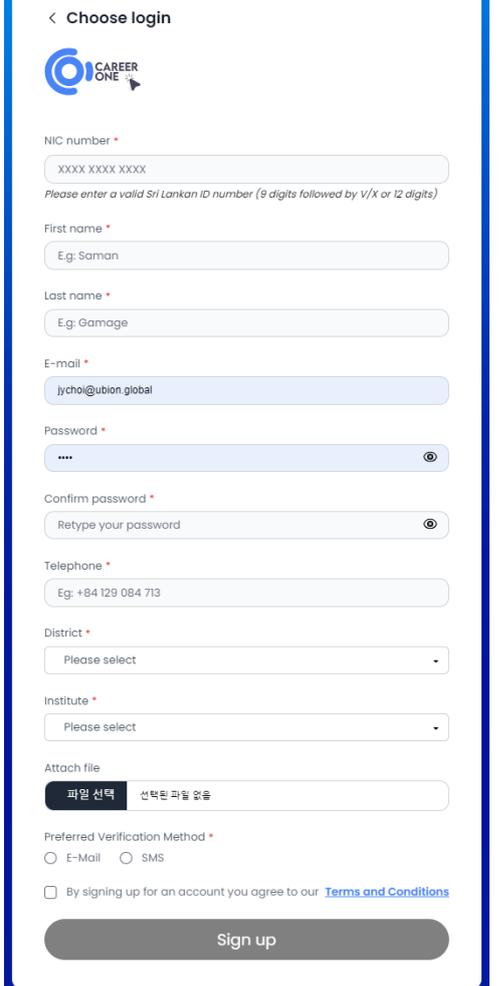
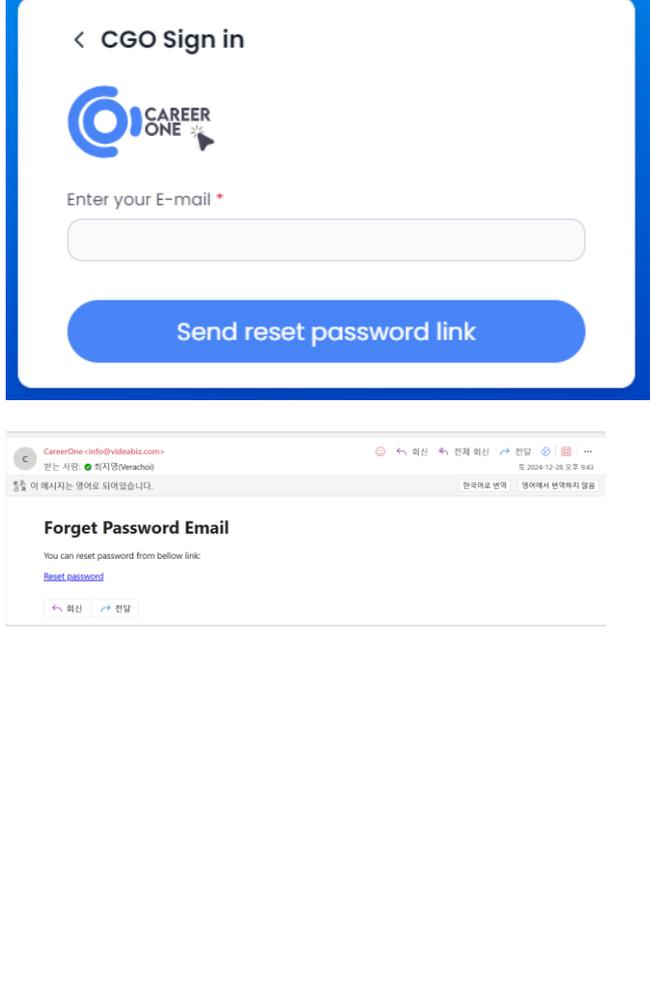
17. “Get the App” – More detailed information on the page

If you click the “get the app” button, you will be taken to the Google Play Store or Apple App Store, where you can download the app created for your trainee.

18. “Follow us” – More detailed information on the page

If you click the “Follow us” button, you will be linked to our social media channels and can check them out.

1-2. Home > Sing-in

<p>(1-1) Sign-in</p> 	<p>(1-2) Sign-in</p> 
<p>(2) Sign-up</p> 	<p>(3) Forgot password</p> 

Function Description [Sign-up] / [Sign-in]**(1) Sign-in**

1. Click the "Sign In" button on the Home page.
2. Click the "CGO" button
3. Enter your E-mail as the ID and Password, then click the "Sign-in" button

(2) Sign-Up

1. Click the "sign in" button on the Home page
2. Click the "CGO" Button
3. Click the "Sign Up" Button
4. Fill required Information (fields with a red star are mandatory) and Click the "Sign Up" Button.

(3) Forgot password

- If you enter your email address used during membership registration, a password change link will be sent to your email.

1-3. Home > Career test

<p>1) Home</p>	<p>2) Career test</p>
<p>(2) Career Interest Test</p>	<p>(3) Career Key Test</p>
<p>(4)</p>	<p>(5)</p>

Back to test list
English | Home | Help

Courses

Select one that best suits you:

GEOGRAPHY	TECHNICAL DRAWING
CHEMISTRY	METALWORK
MUSIC	BIOLOGY
HOME SCIENCE	POETRY
MATHEMATICS	COMMERCE
BUSINESS	HEALTH CARE
AGRICULTURE	PHYSICS
TEXTILES	WOODWORK
HISTORY	GEOLOGY
ECONOMICS	DRAMA
RELIGIOUS STUDIES	ENGINEERING
ZOOLOGY	PHOTOGRAPHY
RETAILING	PLUMBING
POLITICS	BOTANY
SECRETARIAL STUDIES	ART
ENVIRONMENT	SOCIAL PROBLEMS
ACCOUNTANCY	ELECTRONICS
COMPUTING	MEDICINE
PHYSICAL EDUCATION	ADVERTISING
LIBRARIANSHIP	EDUCATION/TEACHING
BUILDING	MANAGEMENT

Exit Test
Back
Next

Your Career Interest

Name Seeranga Arachchilage Ishara Pradeep Abeyratne

NIC number 198700302378

Date 2024-12-28

This profile shows a graph of your interests in seven work or career activities. The highest scores show the type of activities you like best. More than one high score indicates a combination of interests. The lowest scores should also be considered since they show activities that you probably do not enjoy right now.

Activity	Score
Outdoor	0.0
Practical	2.0
Science	0.8
Creative	2.0
Business	0.9
Office	0.7
Social	1.0

Use your two or three highest scores to help you find jobs that match your interests. Look in the classification of occupations that comes with this Career Interest Test.

Result Reference
Download Results
Start new Test

Function Description

1-2. "Career Test"

If you click the "Career Test" button, you'll be taken to the Trainee's career test list page.

3. "View more"

If you click on the "View more" button, you'll find the trainee's Career test results.

3. "Career Interest"

If you click the "Career Interest" button, you will find the Career Interest test report

4. "Result Reference"

If you click the "Result reference" button, you can view the Categories.

5. "Download results"

If you click the "Download results" button, you can download the career report.

② About us

2-1. About us

The screenshot shows the 'About us' page of the CareerOne Platform. At the top, there is a navigation bar with the CareerOne logo, 'Accessibility' and 'English' dropdown menus, and a 'Sign in' button. Below this is a secondary navigation menu with 'Home', 'About us', 'Career guidance', and 'Information'. The main content area is titled 'About our career platform' and contains a paragraph describing the platform's mission. A 'Read more' button is highlighted with a red circle '1'. Below the text is a grid of six partner logos: TVET, DTET, NAITA, UNIVOTEC, VTA, and Ocean University, which is enclosed in a red box and marked with a red circle '2'. The footer includes a 'Family Site' and 'Related Organizations' section, the CareerOne logo, a 'Get the app' section with App Store and Google Play buttons, social media icons, and a 'Contact us' link. A copyright notice for the Tertiary and Vocational Education Commission is at the bottom.

Function Description

1. Press the button to view the PDF file for the career platform.
2. Press the button to go to the TVET head office's website.

③ Career Guidance

3-1. Career Guidance > Career Test

Home > Carrer guidance > Career Test

Search: Trainee name

Filter: All

Career Test Type	Trainee institution	Trainee name	Test Date	Result
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	View more >
Career Key Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-19	View ↓
Interest, Ability and Personality Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-19	View ↓
Interest, Ability and Personality Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-19	View ↓
Interest and Ability Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-19	View ↓

Showing 1 to 10 of 22 results

Page: 1 2 3 >

Career Interest

This profile shows a graph of your interests in seven work or career activities. The highest scores show the type of activities you like best. More than one high score indicates a combination of interests. The lowest scores should also be considered since they show activities that you probably do not enjoy right now.

Name: Seeranga Arachchilage Ishara Pradeep Abeyratne
NIC: 198700302978
Date: 2024-12-26 13:45:35

Career Interest Results

Outdoor	Practical	Science	Creative	Business	Office	Social
1	1	0	0	0	2	1

Powered by ZingChart

Use your two or three highest scores to help you find jobs that match your interests. Look in the classification of occupations that comes with this Career Interest Test.

[Result Reference](#) [Download Results](#)

Function Description

[A screen that views the results of the career test of trainees belonging to the institution]

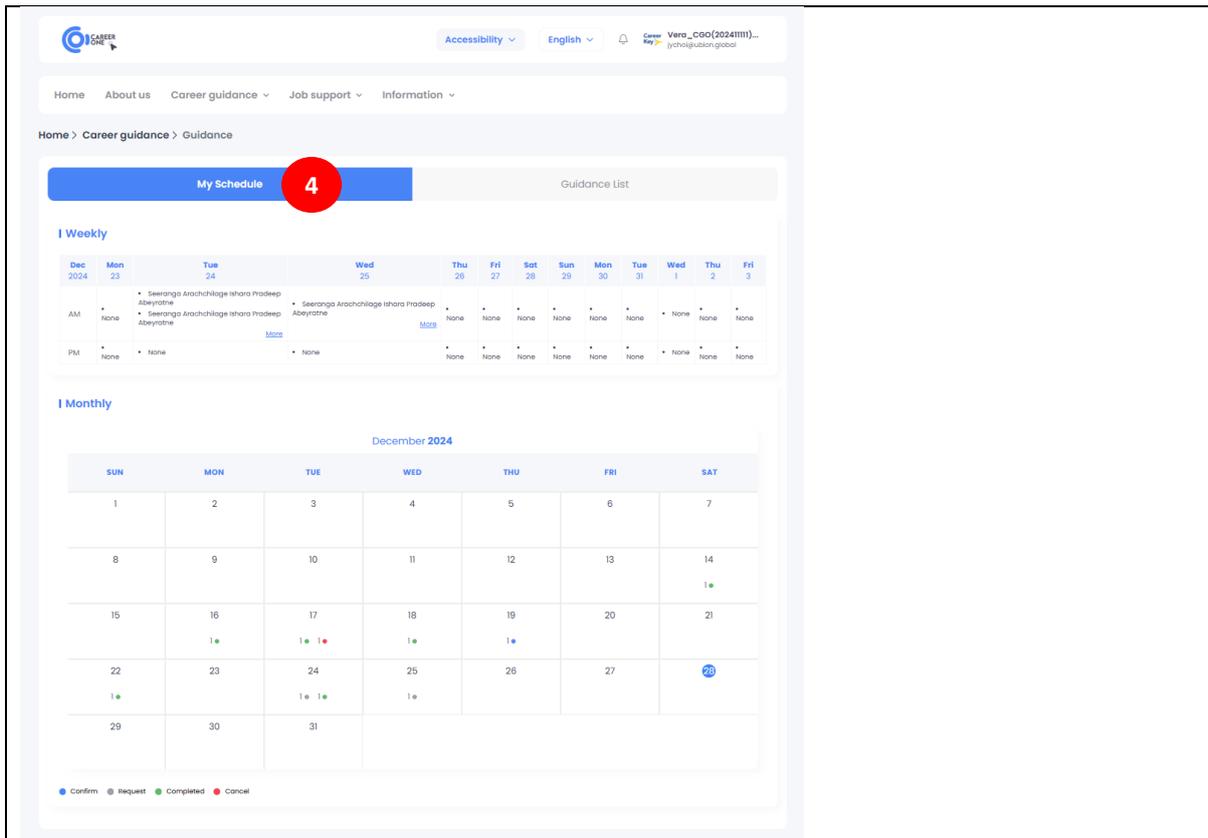
1. Inquiry conditions: Trainee name
2. Filter conditions: Inquiry by career test type
3. When a trainee takes a career test on the career platform, the results are available for inquiry.
4. When the trainee uploads the results of a career test taken externally, the result is downloaded as PDF.

3-2. Career Guidance > Guidance

The screenshot displays the CareerOne platform interface. At the top, there is a navigation bar with 'Home', 'About us', 'Career guidance', 'Job support', and 'Information'. A dropdown menu is open under 'Career guidance', with 'Guidance' highlighted and marked with a red circle '1'. Below this, a 'Guidance List' table is visible, with a search bar and filters for 'Type' and 'Guidance status'. A 'New Guidance +' button is marked with a red circle '2'. The table contains three entries:

Type	Guidance Field	Title	Registration Date	Guidance Date	Trainee Institute	Trainee Name	Guidance status	Feedback
Guidance without reservation	Career Path	Self Employment	2024-12-17	2024-12-17	No institute information.	Test(sooho) Joe	Completed	★★★★★
Guidance without reservation	Career Path	Counseling service(Test)	2024-12-17	2024-12-17	No institute information.	Seeranga Arachchilage Ishara Pradeep Abeyratne	Completed	★★★★★
OnLine guidance	Career Path	Career path	2024-11-13	2024-11-15	College of Technology - Jaffna (Jaffna)	Ratnavel Thakshan	Request	★★★

The 'Request' status entry is marked with a red circle '3'. Below the table, there is a 'Millennium' logo. The bottom part of the image shows two panels: on the left, the 'New Guidance' form (marked with a green circle '2') with fields for Guidance Type, Date, Institute, District, Guidance Field, Trainee Name, and Description; on the right, the 'Details' view for the 'Request' entry (marked with a green circle '3') showing trainee information and requested details.



Function Description

1. Click 'Counseling' to see the list of trainees who have requested career guidance.
2. If the trainee is applying for career guidance offline, rather than through the platform, you can tap "New Guidance" to enter the student's information and the content of the career guidance.
3. If a trainee applies for career guidance through the platform, you can tap "New Guidance" to enter the student's information and the content of the career guidance.
4. If you click "My Schedule", the CGO can view their consultation history and schedule in the Calendar.

3-3. Career Guidance > Employment

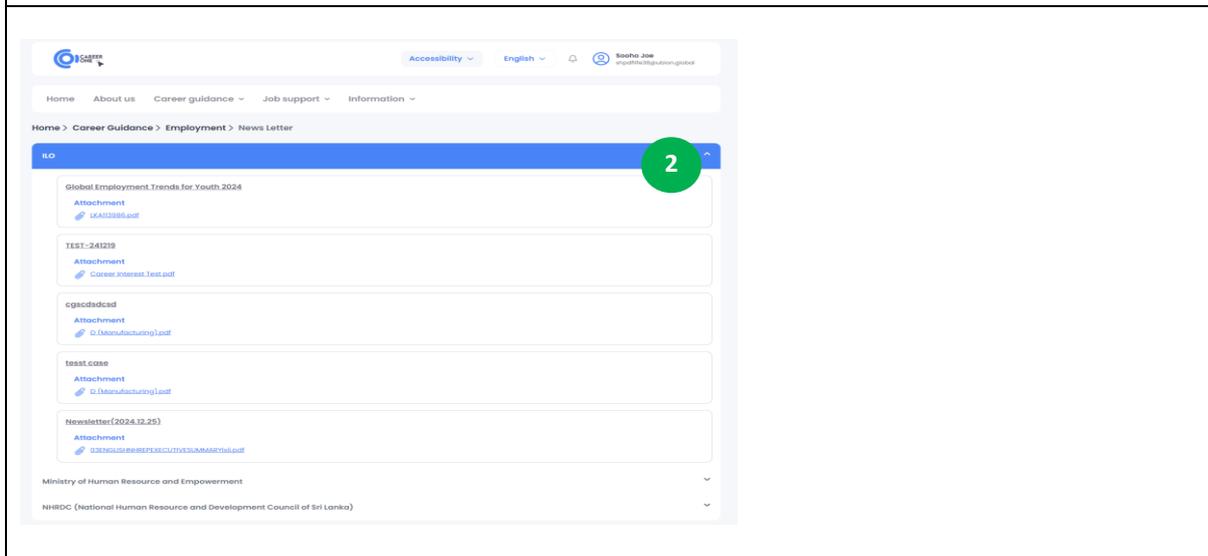
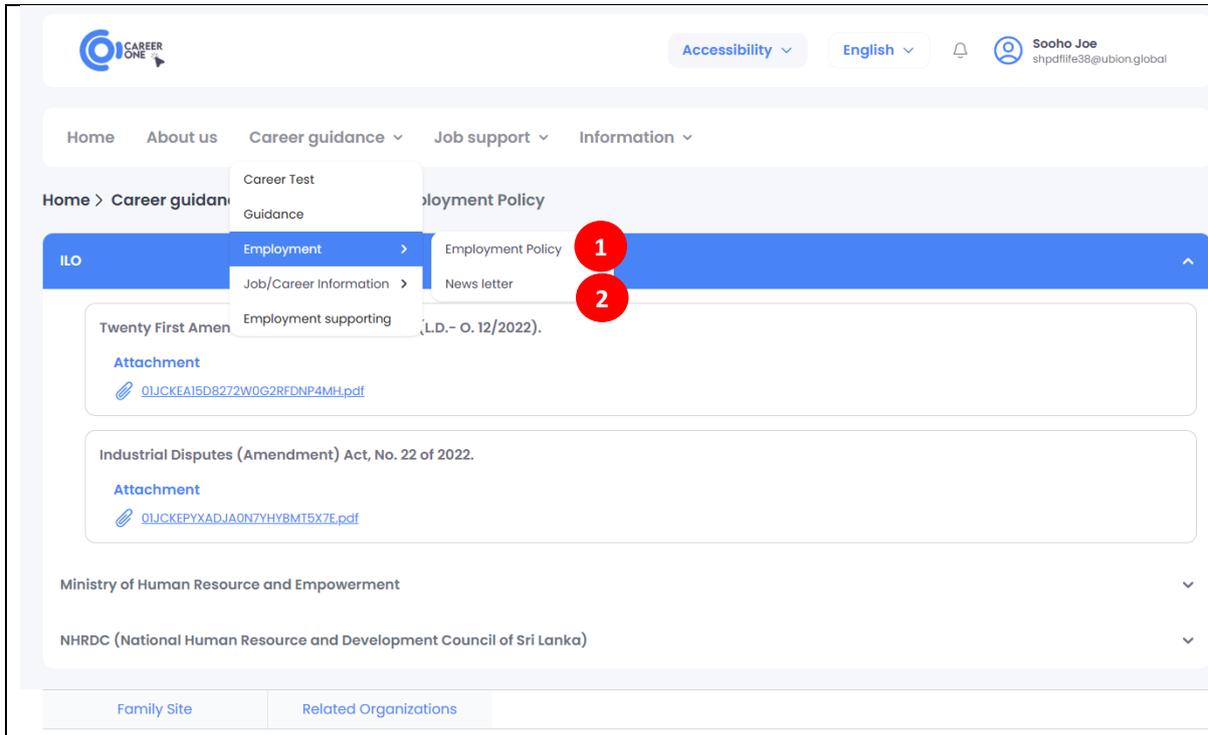
The screenshot shows the CareerOne Platform interface. At the top, there is a navigation bar with the CareerOne logo, user profile 'Sooho Joe', and language 'English'. Below the navigation bar, there are tabs for 'Home', 'About us', 'Career guidance', 'Job support', and 'Information'. The 'Career guidance' tab is active, and a dropdown menu is open, showing 'Employment Policy' (marked with a red circle '1') and 'News letter' (marked with a red circle '2'). Below the dropdown, there are two attachment links: 'Twenty First Amen...' and 'Industrial Disputes (Amendment) Act, No. 22 of 2022.' At the bottom, there are links for 'Family Site' and 'Related Organizations'.

The screenshot shows the CareerOne Platform interface with the 'News Letter' page selected. The breadcrumb trail is 'Home > Career Guidance > Employment > News Letter' (marked with a green circle '2'). The page displays a list of attachments: 'Global Employment Trends for Youth 2024', 'TEST-241219', 'sgscdsdcsd', '10981.C08E', and 'Newsletter(2024.12.25)'. At the bottom, there are links for 'Ministry of Human Resource and Empowerment' and 'NHRDC (National Human Resource and Development Council of Sri Lanka)'.

Function Description

1. On the “Employment” page, you can learn about employment policies and information. If you click “Employment Policy”, you will be taken to a page where you can view and download employment information from related organizations.
2. On the “Newsletter” page, you can view and download newsletters from related organizations.

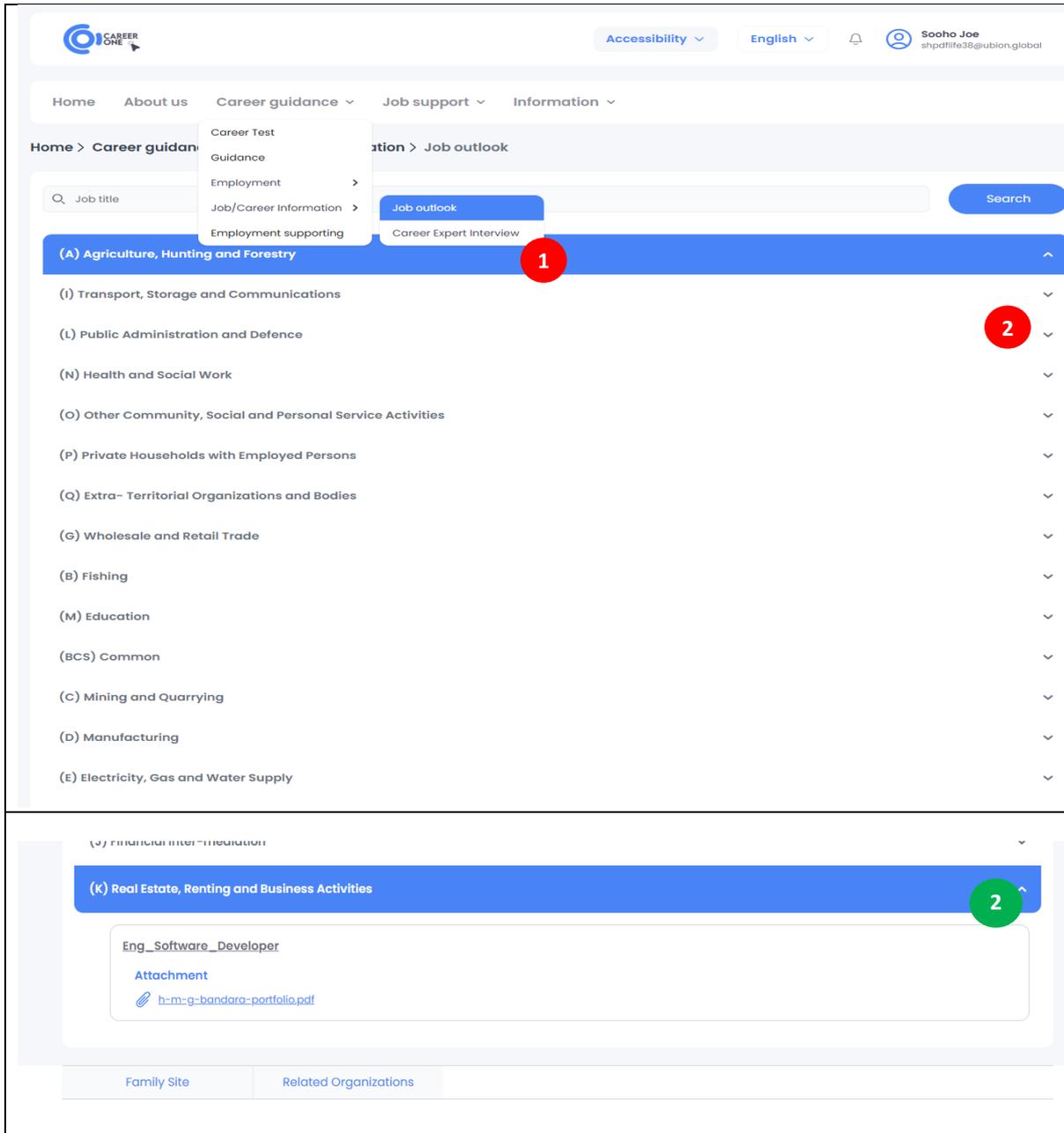
3-3. Career Guidance > Employment



Function Description

1. On the “Employment” page, you can learn about employment policies and information. If you click “Employment Policy”, you will be taken to a page where you can view and download employment information from related organizations.
2. On the “Newsletter” page, you can view and download newsletters from related organizations.

3-4. Career Guidance > Job/Career Information > Job Outlook

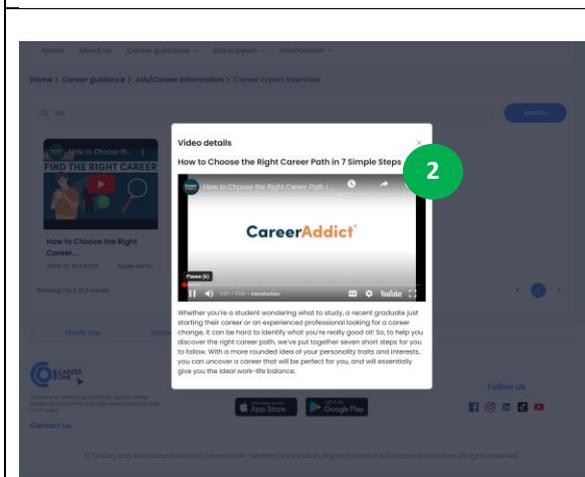
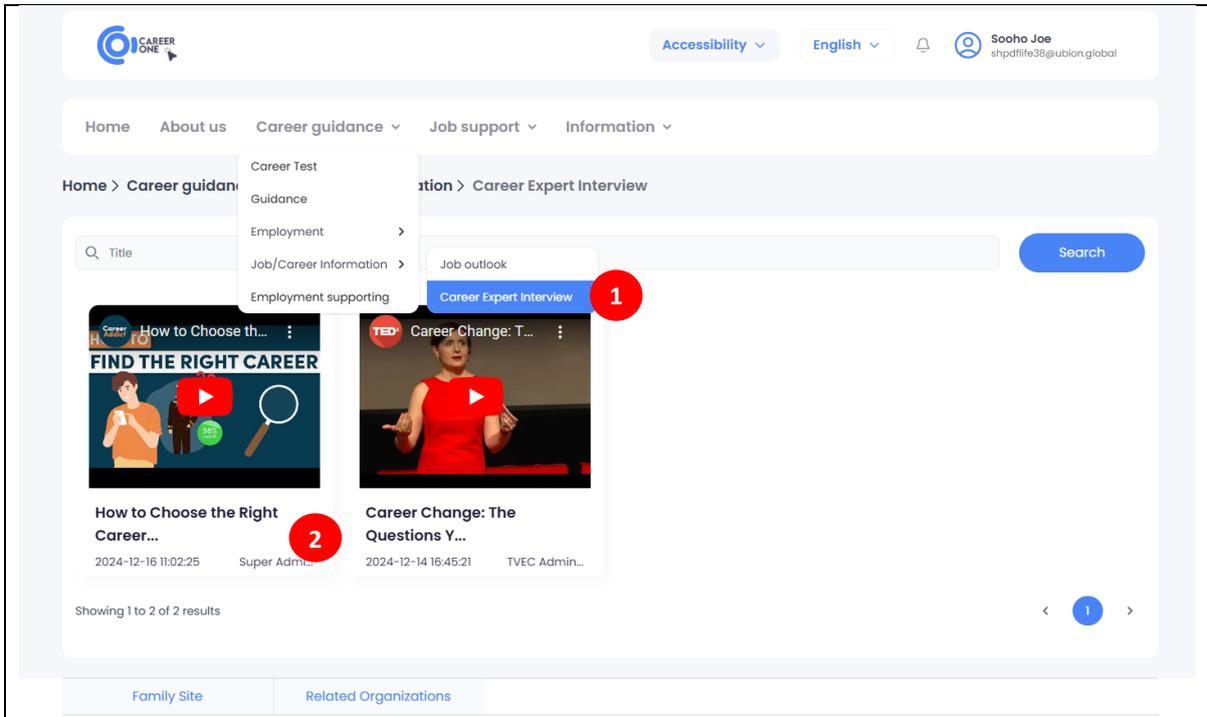


Function Description

1. If you click “Job Outlook” under Job/Career Information, you can see a list of jobs and view information about each job.

2. For more detailed information on each profession, click on the profession, and it will appear as an attachment, which you can view in a new window or download.

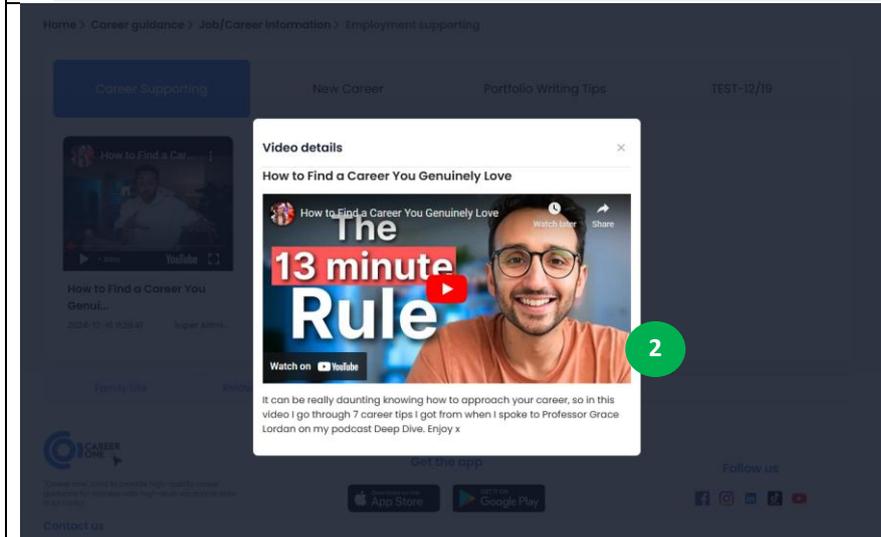
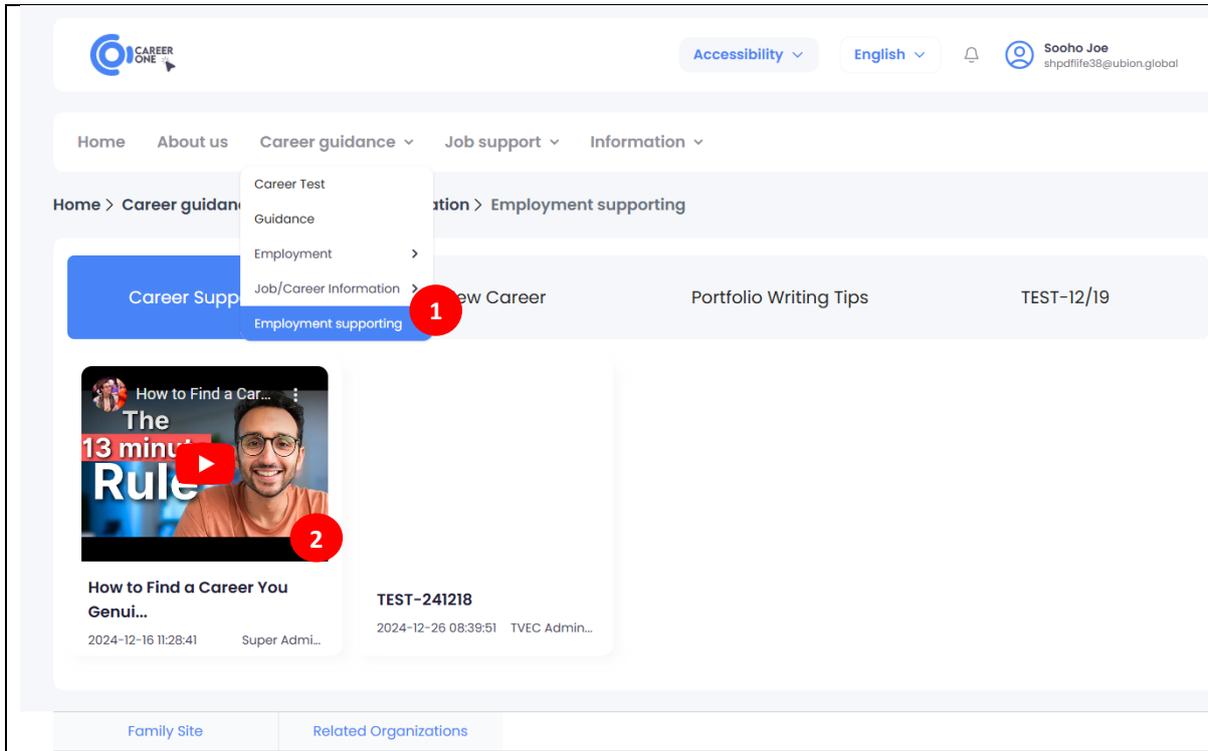
3-4. Career Guidance > Job/Career Information > Career Expert Interview



Function Description

1. If you click “Career Expert Interview” under Job/Career Information, you can access information regarding Career Expert Interview.
2. A new window will open with the linked YouTube content and a brief description of the content.

3-5. Career Guidance > Employment supporting



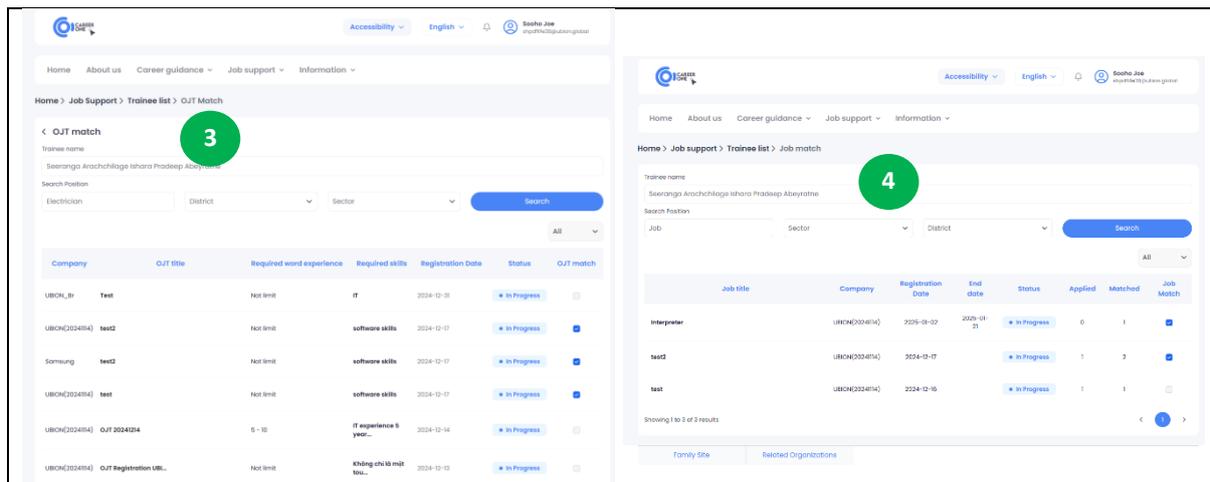
Function Description

1. If you click “Employment Support”, you can access information for career guidance and videos from experts in the field of career guidance.
2. A new window will open with the linked YouTube content and a brief description of the content.

④ Job support

4-1. Job support > Trainee list

The screenshot shows the CareerOne platform interface. At the top, there are navigation links for Home, About us, Career guidance, Job support, and Information. The 'Job support' dropdown menu is open, showing options for Trainee list, Company list, Job list, and OJT list. The 'Trainee list' option is highlighted with a red circle labeled '1'. Below the menu is a search bar with the placeholder text 'Trainee name' and a 'Search' button. A dropdown menu for 'All' is also visible. The main content area displays two trainee profiles. The first profile is for Seeranga Arachchilage Ishara Pradeep Abeyratne, with a red circle labeled '2' next to the name. To the right of the profile are buttons for 'OJT Match' (labeled '3'), 'Job Match' (labeled '4'), and a bookmark icon (labeled '5'). The second profile is for T. L. A. P. Kumara, also with 'OJT Match' and 'Job Match' buttons. At the bottom, there are links for 'Family Site' and 'Related Organizations'. A 'Resume' modal window is open over the first profile, showing details like 'Basic Information', 'Education', 'Certificate', and 'Portfolio'. A green circle labeled '2' is next to the trainee's name in the modal. The footer contains copyright information for CareerOne and UBION.



Function Description

1. If you click “Trainee List” in Job Support, you can see the information of the trainees that you are currently counseling with.
2. When you click a trainee's name, you can view the trainee’s detailed information.
3. When you click the OJT Match button, you will be taken to a screen where you can view and recommend OJT information, and you can also recommend a trainee for an OJT job with the match mark.
4. When you click the Job Match button, you will be taken to a screen where you can view and recommend job information, and you can also recommend a trainee for a job by clicking the job match checkbox.

4-2. Job support > Company list

Home > Job Support > Company list

Company name	Office type	Company information	The Number of Employees	District	Jobs
LG	Headquarter	Semi Government		Colombo	6
Samsung	Headquarter	Semi Government		Colombo	0
TVEC	Headquarter	Government		Colombo	0
UBION(2024.12.24)	Headquarter	Semi Government		Colombo	0
UBION(2024.12.25)	Headquarter	Private		Colombo	0
UBION(20241114)	Headquarter	Government		Colombo	6
UBION_Br	Branch	Private		Colombo	0
VIDEA	Branch	Government		Colombo	0
kca	Headquarter	Non-Government		Colombo	0
kca	Headquarter	Government		Colombo	0

Showing 1 to 10 of 10 results

Function Description

1. If you click “Company List” under the Job Support, you can see the information of the companies registered on the career platform.

4-3. Job support > Job list

The screenshot shows the CareerOne Job list page. At the top, there is a navigation bar with the CareerOne logo, user profile (Sooho Joe), and language/region settings. Below the navigation bar, there are tabs for Home, About us, Career guidance, Job support, and Information. The 'Job support' tab is active, and a dropdown menu is open, showing options for Trainee list, Company list, Job list (highlighted with a red circle '1'), and OJT list. Below the dropdown is a search bar with the text 'Job title' and a 'Search' button. To the right of the search bar are filters for Location, Sector, and Recently. The main content area is a table with columns: Job title, Company name, Registration date, End date, Status, Applied, Matched, and View more. The table contains three rows: 'Interpreter' (with a red circle '2' on the job title), 'test2', and 'test'. The 'Interpreter' row has a status of 'In Progress', 0 applied, and 1 matched. The 'test2' row has a status of 'In Progress', 1 applied, and 2 matched. The 'test' row has a status of 'In Progress', 1 applied, and 1 matched. At the bottom of the table, it says 'Showing 1 to 3 of 3 results' and a pagination button with '1' (with a red circle '3'). Below the table are two buttons: 'Family Site' and 'Related Organizations'.

Job title	Company name	Registration date	End date	Status	Applied	Matched	View more >
Interpreter	UBION(20241114)	2025-01-02	2025-01-21	In Progress	0	1	View more >
test2	UBION(20241114)	2024-12-17		In Progress	1	2	View more >
test	UBION(20241114)	2024-12-16		In Progress	1	1	View more >



Accessibility ▾
English ▾
🔔
👤 Sooho Joe
@p.dfile33@ubion.global

Home
About us
Career guidance ▾
Job support ▾
Information ▾

Home > Job support > Job list > Interpreter

Job details 2

Title *

Job type *

 Permanent Contract base

Job location *

 Local Foreign

Sector *

Number of Recruitments*

Work condition

Working day

Working hour

Salary per month

Discussion Available

Application Requirements

Gender
 Male Female N/A

Age limitation

 No limitation

Required work experience*

 No limitation

Required skills

Application deadline

HR Information

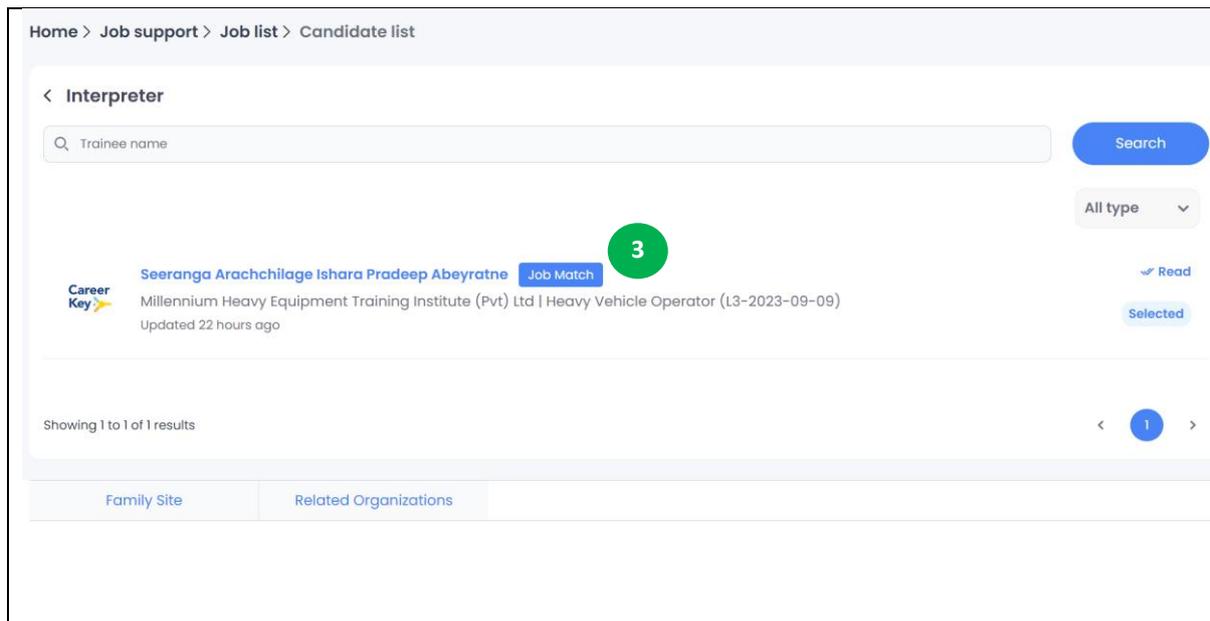
Name

Email

Contact info

About the role

Role



Function Description

1. If you click “Job List” under Job Support, you can see the jobs registered on the career platform.
2. If you click the job title, you can view the job details that the company user created when posting the job.
3. When you click “View more”, you can see information about the trainee you matched with for that job.

4-4. Job support > OJT list

The screenshot shows the CareerOne OJT list page. At the top, there is a navigation bar with 'Home', 'About us', 'Career guidance', 'Job support', and 'Information'. A dropdown menu is open under 'Job support', with 'OJT list' selected and highlighted by a red circle with the number '1'. Below the navigation is a search bar with the placeholder 'OJT title' and a 'Search' button. There are also filters for 'Select company', 'Status', and 'Sort by'. The main content area is titled 'OJT Information' and contains a table with the following columns: OJT title, Company, Required work experience, Required skills, Closing Date, Status, and OJT match. The table lists seven OJT positions. The first row is highlighted with a red circle with the number '2' next to the 'Test' title. The 'OJT match' column for the first row contains a 'Trainee match' button (circled with a red circle with the number '3') and a 'List matched >' link (circled with a red circle with the number '4'). The page shows 'Showing 1 to 7 of 7 results' and has a pagination control with '1' selected. At the bottom, there are links for 'Family Site' and 'Related Organizations'.

OJT title	Company	Required work experience	Required skills	Closing Date	Status	OJT match
Test	UBION_Br	Not limit	IT	2024-12-31	In Progress	Trainee match List matched >
test2	UBION(20241114)	Not limit	software skills	2024-12-17	In Progress	Trainee match List matched >
test2	Samsung	Not limit	software skills	2024-12-17	In Progress	Trainee match List matched >
test	UBION(20241114)	Not limit	software skills	2024-12-17	In Progress	Trainee match List matched >
OJT 20241214	UBION(20241114)	5 - 10	IT experience 5 year...	2024-12-14	In Progress	Trainee match List matched >
OJT Registration UBL...	UBION(20241114)	Not limit	Không chi là một tou...	2024-12-13	In Progress	Trainee match List matched >
UBION-OJT-PAO	UBION(20241114)	Not limit	Theory 6 month	2024-11-18	In Progress	Trainee match List matched >

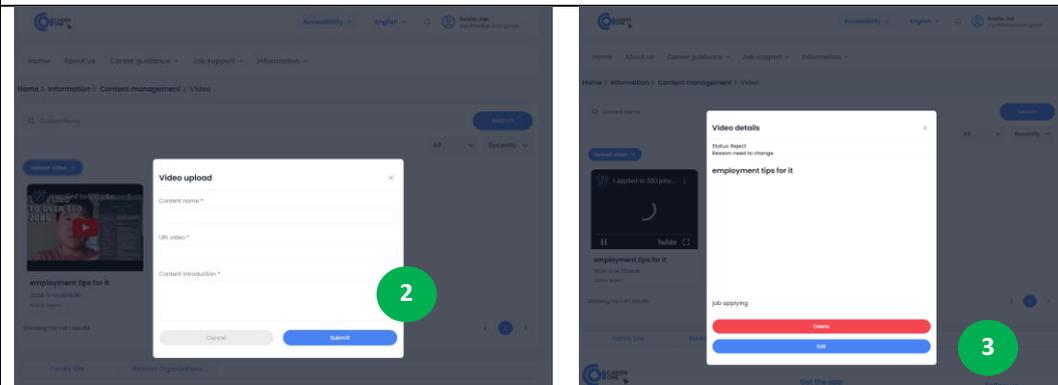
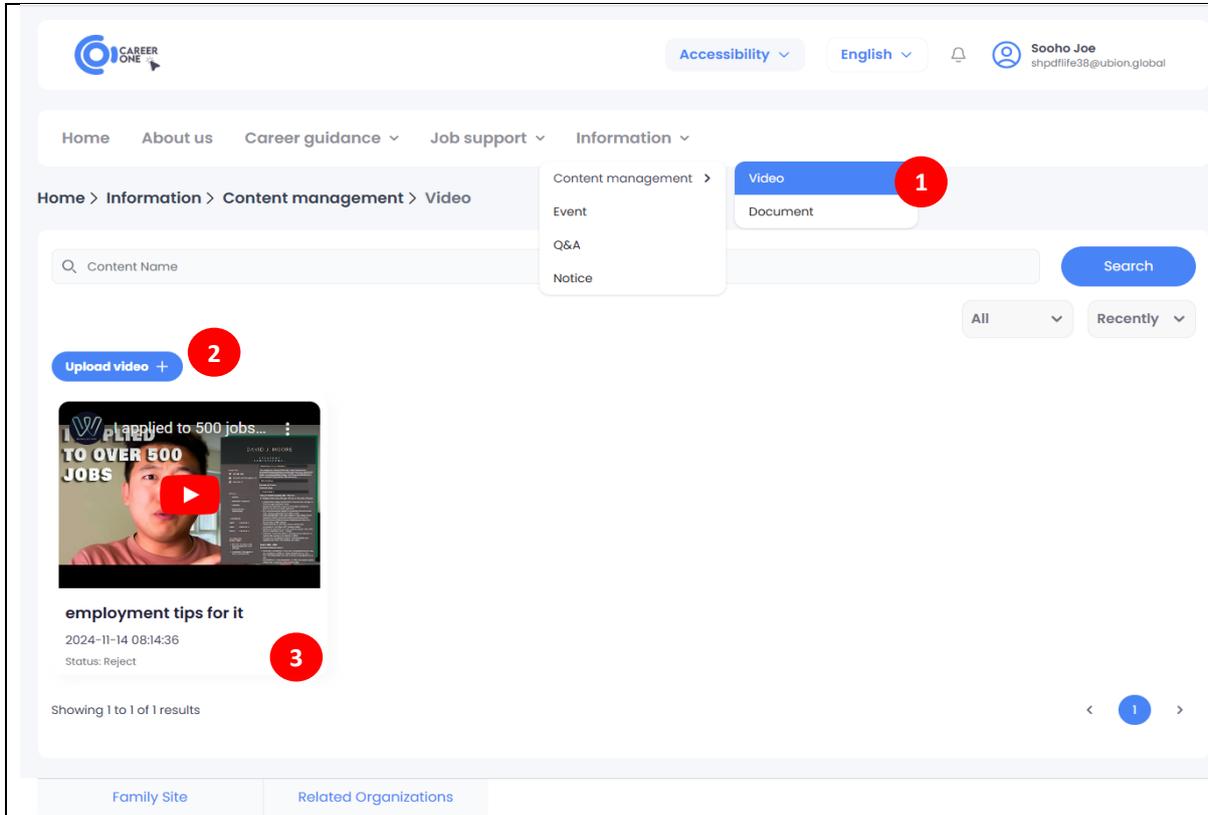
The screenshot displays the CareerOne platform interface. At the top, there is a navigation bar with the CareerOne logo, user profile 'Sooho Joe', and language/region settings. Below this is a main navigation menu with options like Home, About us, Career guidance, Job support, and Information. The main content area shows a breadcrumb trail: Home > Job Support 1232 > OJT list > Test. A green circle with the number '2' highlights the 'Test' title. The 'Application requirements' section includes fields for Gender (Male selected), Age limitation (25 to 50), Require work experience (Not limitation selected), Required skills (IT), and Application deadline (2025-01-01 to 2025-01-10). The 'Inquires' section lists HR name (K D L P. KARUNADASA KARUNADASA), HR email (lasantha@tvec.gov.lk), and HR contact info (+94715378752). Below this are buttons for 'Family Site' and 'Related Organizations'. The bottom part of the screenshot shows two smaller panels. The left panel, titled 'Trainee Match', has a search bar and a green circle with '3' highlighting the search button. It lists two trainees: 'Seeranga Anaschhige Ishara Pradeep Abeyratne' and 'T. L. A. P. Kumara'. The right panel, titled 'OJT Matched', has a search bar and a green circle with '4' highlighting the search button. It lists the same trainee as matched to the OJT.

Function Description

1. If you click “OJT List” under Job Support, you can see the jobs registered on the career platform.
2. If you click the OJT title, you can view the OJT details that the company user created when posting the OJT.
3. When you click “Trainee Match” You can see a list of trainees to match with the OJT.
4. When you click “List Matched”, you can see a list of trainees that have been matched with an OJT.

⑤ Information

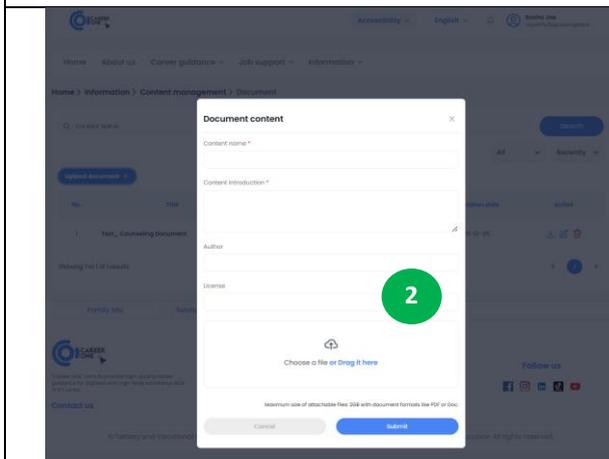
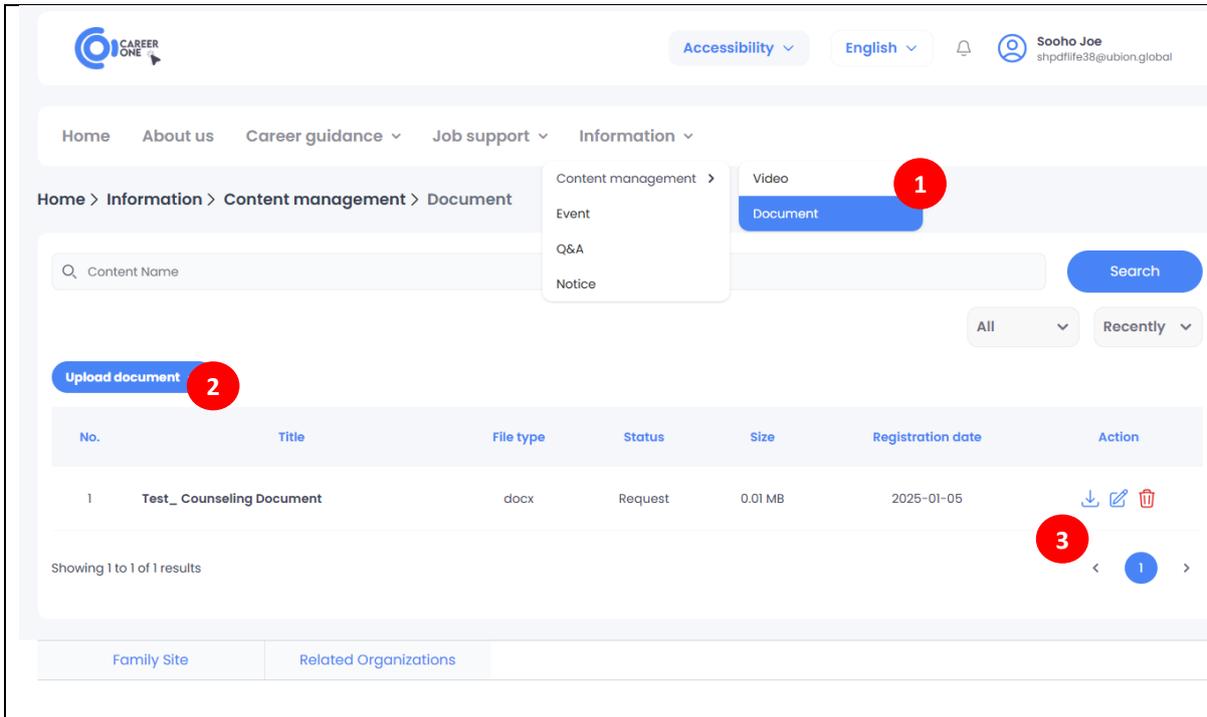
5-1. Information > Video



Function Description

1. If you click “Video” in Information, you can view employment and Career guidance-related videos.
2. If you click the “Upload Video” button, a window opens to upload your video, where you can write a title for your video, provide the URL of your video, and add an introduction to your video.
3. When you click on a video, you can view the details of the video, including the option to delete and edit it.

5-2. Information > Document



Function Description

1. If you click “Document” in Information, you can view employment and Career guidance-related documents.
2. If you click the “Upload Document” button, a window opens to upload your document, where you can write a title for your document, attach the file, and click the “Submit” button to upload.
3. Click the icon under Action to download, edit or delete the document.

5-3. Information > Event

Home About us Career guidance Job support Information

Home > Information > Event

Content management >
Event
Q&A
Notice

Event Title Search

Event type All Recently

New event +

No .	Type	Title	Registration date	Status	Action
1	Competition	Test New Event (12)	2024-12-17	Request	
2	Competition	Test New Event (11)	2024-12-17	Request	
3	Competition	Test New Event (10)	2024-12-17	Request	
4	Competition	Test New Event (9)	2024-12-17	Request	
5	Competition	Test New Event (8)	2024-12-17	Request	
6	Competition	Test New Event (7)	2024-12-17	Request	
7	Competition	Test New Event (6)	2024-12-17	Request	
8	Competition	Test New Event (5)	2024-12-17	Request	

Showing 1 to 8 of 14 results

Family Site Related Organizations

Home > Information > Event > New event

Type* Competition Title* Write a title

Date* 01/06/2025 01/06/2025

Thumbnail* Place

Details*

Enter details for event:

Choose a file or Drag it here

Cancel Create

Home > Information > Event list > Detail

Test New Event (12) Competition

From: 2024-12-17 To: 2024-12-17

Test New Event (12)

Family Site Related Organizations

Function Description

1. If you click “Event” in Information, you can view the Event list.
2. If you click the “New event” button, a window opens to upload new event information, where you can write a title, Type, Date, thumbnail, and details for the new event, attach the file if needed, and click the “Create” button to upload.
3. If you click the Title, you can see the event information.
4. Click the icon under Action to edit or delete it.

5-4. Information > Q&A

Home > Information > Q&A

Content management >
Event
Q&A (1)
Notice

Q Title Search

Recently ▾

New question (2)

No.	Title	Inquirer	Registration date	Action
1	Q&A about Career (0) (3)	Vera-company Choi-company	2025-01-04	Reply (4)
2	test 4/1 (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2025-01-04	Reply
3	test (0)	K. W. D. Shantha Abewardana	2025-01-02	Reply
4	Need assistance. (1)	W. G. D. M. Bandara	2024-12-31	Reply
5	Test Form Chammika (1)	Kamal Perera	2024-12-31	Reply
6	Test (4)	Vera_CGO(20241111) Choi_CGO(20241111)	2024-12-29	Reply
7	title (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	Reply
8	video (0)	Vera_CGO(20241111) Choi_CGO(20241111)	2024-12-26	Reply
9	test create question (2)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-23	Reply

Home > Information > Q&A

Q Title Search

New question

Question

Title *

Content *

Choose a file or Drag it here

Cancel Save

Home > Information > Q&A > Detail

Q&A about Career

2025-01-04 19:28 Vera-company Choi-company

One of the standard questions is: "What are your career aspirations?" Don't be fooled into answering this too honestly. Remember that your goal is to land this job—and convince them that you want to stay in this role and industry for a long time! mg 5, 2024

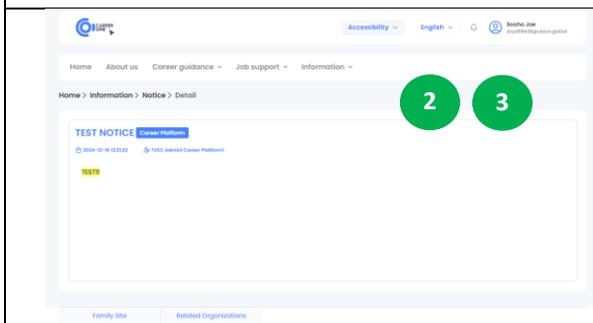
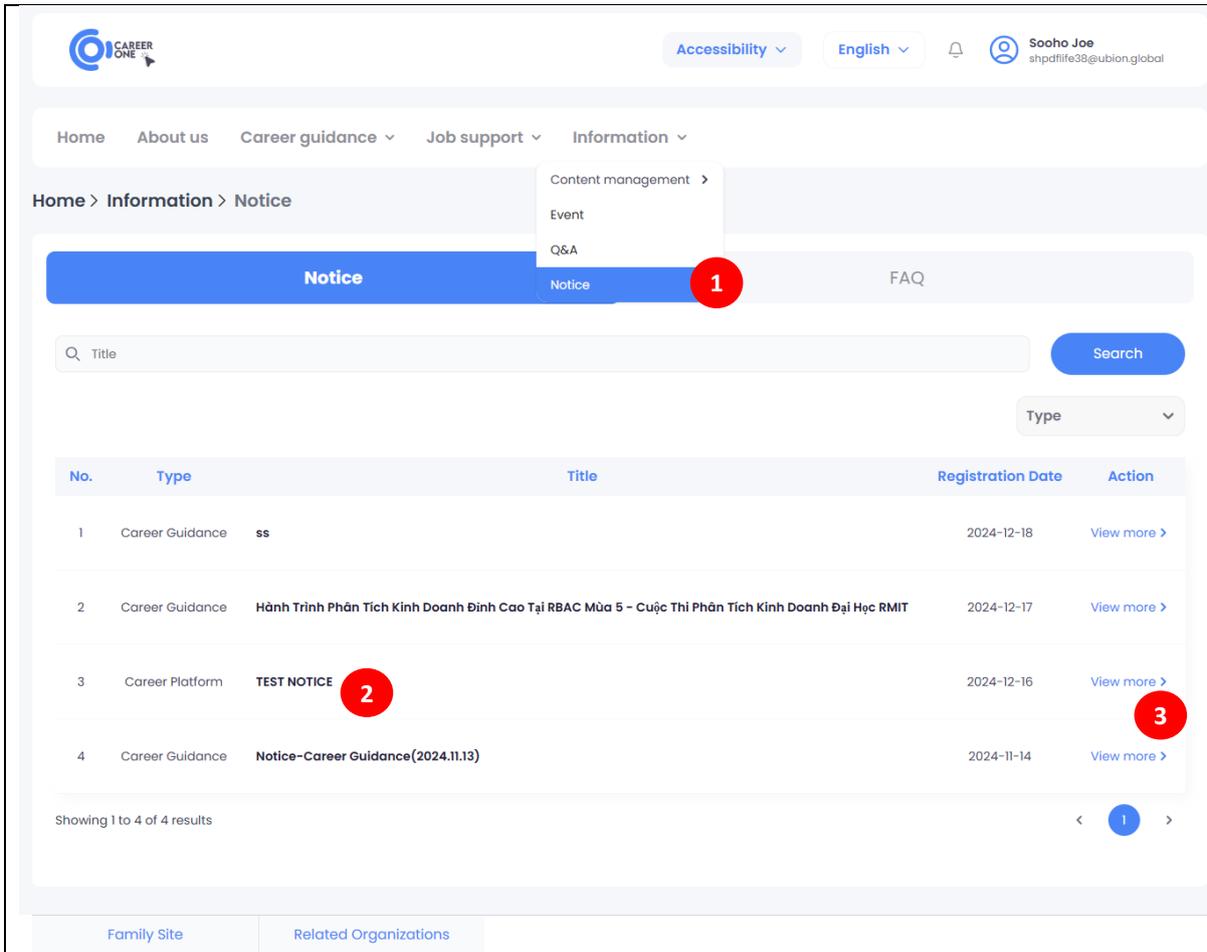
Sooho Joe Write something

Family Site Related Organizations

Function Description

1. If you click “Q&A” in Information, you can view the Q&A list.
2. When you click the “New Question” button, a new window will open to create a question. Enter a Title and Content, then click the “Save” button to create a new question.
- 3,4 . If you click the Title, You can see the Q&A Content and register a reply.

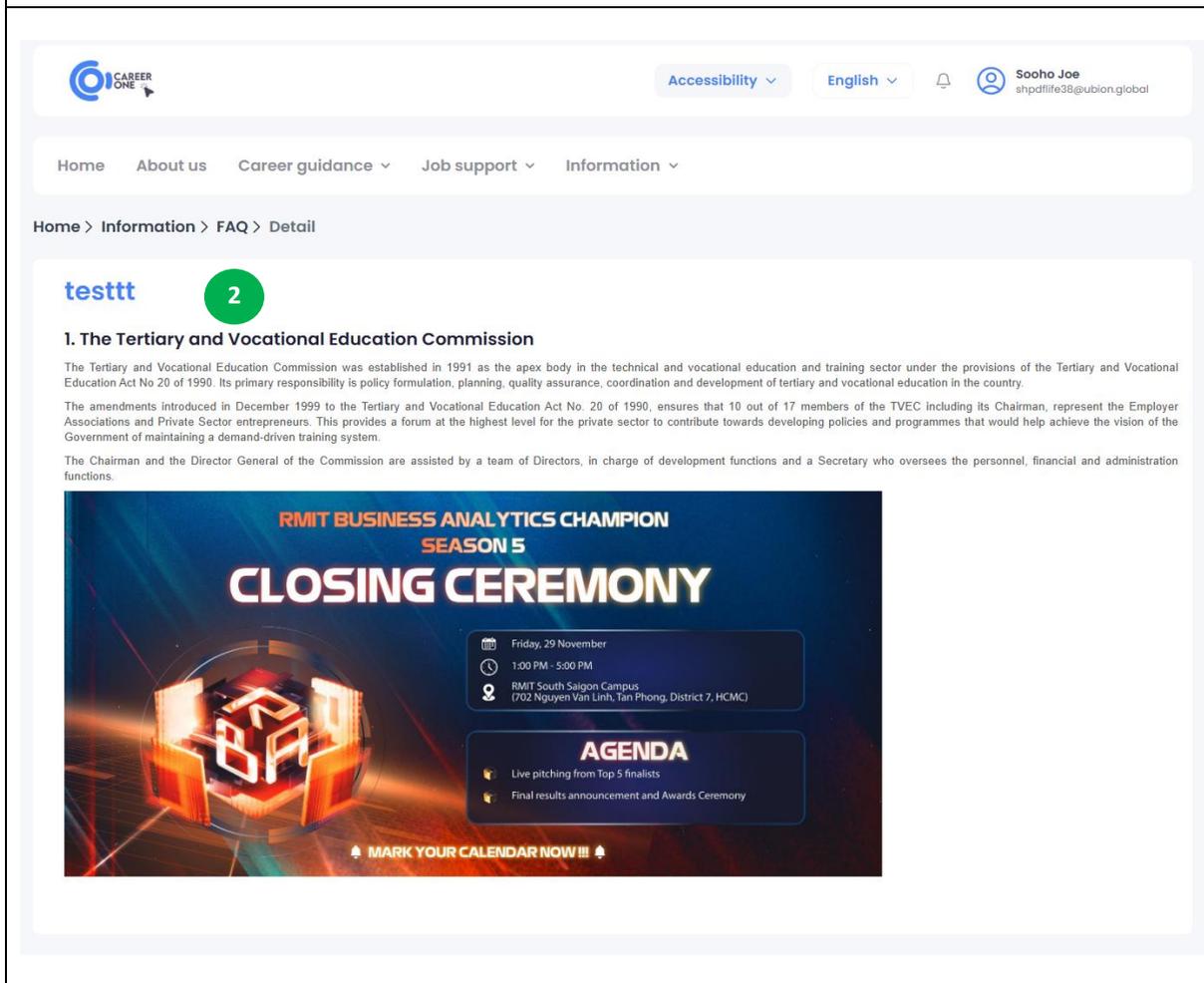
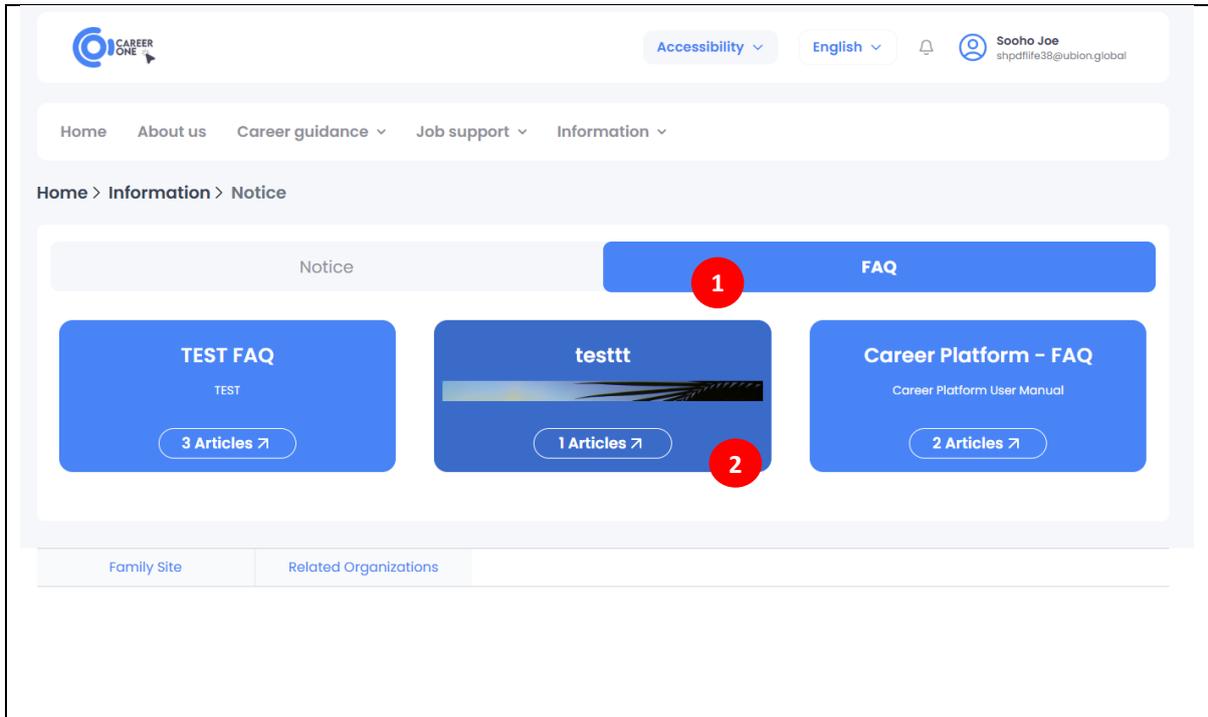
5-5. Information > Notice



Function Description

1. Click “Notice” to see a list of notices created by the TVEC Admin.
2. If you click the Title or ‘View more’, you can see the Notice Content from TVEC.

5-6. Information > FAQ



Function Description

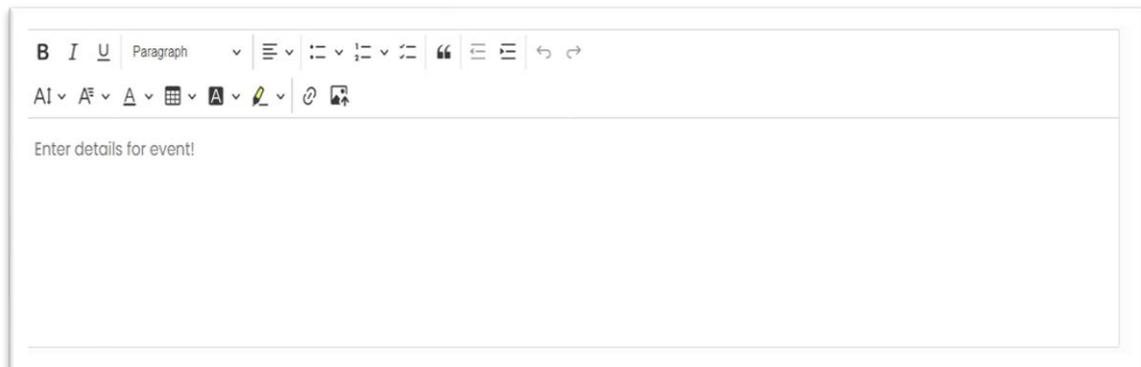
1. Click “FAQ” to see the List of FAQs (frequently asked Question).
2. If you click on a FAQ, you can see the Content of FAQ.

⑥ Editor

1. Introduction

- CKEditor is a rich text editor that allows you to create formatted text easily. Below are explanations of the toolbar options available in CKEditor.

2. Function Description



✚ Basic Formatting Options

- **Bold (B)**: Makes selected text bold.
- **Italic (I)**: Italicizes the selected text.
- **Underline (U)**: Underlines the selected text.

✚ Paragraph and Text Styles

- **Paragraph**: Allows you to change the format of the text to headings, paragraphs, and other predefined styles.
- **Font Family**: Choose from various fonts for the selected text.
- **Font Size**: Adjust the size of the selected text.

✚ Alignment and Lists

- **Text Alignment**: Options to align text left, center, right, or justify.
- **Bulleted List**: Create a bulleted list.
- **Numbered List**: Create a numbered list.

✚ Text Color and Background

- **Font Color**: Change the color of the selected text.
- **Background Color**: Change the background color behind the selected text.

✚ Additional Tools

- **Table**: Insert a table into your document.
- **Highlight**: Highlight the selected text with a color.

✚ Insert and Link

- **Insert Link**: Add a hyperlink to selected text or open the link dialog to paste a URL.
- **Insert Image**: Insert an image into the document from a URL or by uploading.

Quote, Code, and Block Formatting

- **Block Quote:** Format the selected text as a block quote, which indents the text.
- **Code Block:** Format the selected text as code for displaying programming or technical content.

Undo and Redo

- **Undo:** Reverse the last action you took.
- **Redo:** Reapply the last action you reversed.

Instructions for Use

- **Enter Text:** Start typing in the editor to add text. You can use the formatting tools as you go.
- **Select Text to Format:** Highlight the text you want to format, then click the relevant toolbar button (e.g., bold or italic).
- **Insert Elements:** Use the insert options (link, image, table) to add interactive elements to your text.
- **Save and Preview:** When you're done, save or preview your content if those options are available in your setup.