



# CareerOne Platform [User Manual (CG0)]

V1.0





## Contents



(1) CareerOne Platform Scope	1
(2) Key functions	1
③ Process	2
(4) Menu structure for all users	7
<b>(5)</b> Menu structure for administrator	8



#### Manual

① Home	10
2 About us	18
<b>③</b> Career Guidance	19
④ Job support	29
<b>(5)</b> Information	37
6 Editor	45

#### **CareerOne Platform Overview**

#### **(1)** CareerOne Platform Scope



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

## , F

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

#### [Users]

[Target]

- Trainee : Trainees and applicants from 70 institutiones
- CGO : NAITA(3), Ohers(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.





#### CareerOne Platform [CGO Manual]

#### **(2)** Key functions

1 Career Test 2 Exploring Careers	③ Career Guidance	(4) Graduateship Program Support	© Portfolio Management	6 M&E(Monitoring and Evaluation)
Career Test and career-related	Career management	Share company	Managing personal history such as CV	Monitoring career
• Career Test	and counseling	job vacancies	and cover letter	employment status in dashboard
<ul> <li>Job / Career / Sector Information</li> <li>Employment Policy &amp; Newsletter</li> <li>Events, Q&amp;A, and Notice</li> <li>Employment support</li> </ul>	Off-line counseling	<ul> <li>information</li> <li>Job vacancy</li> <li>OJT information</li> <li>job application, candidate selection &amp; recommendation</li> </ul>	Portiono	• Statistics Management
[ Key Users ] Trainee, CGO	[ Key Users ] Trainee, CGO	[ Key Users ] Trainee, CGO Company	[ Key Users ] Trainee, CGO Company	[ Key Users ] CGO, TVEC



#### CareerOne Platform [CGO Manual]

#### **3** Process

Proces	s Member Management		
Users	Sign up	Management	Withdrawal
Trainee	1.1.1       1.1.2         Registration membership       System usage         > trainees from 70 institution	1.1.3 Edit member information	1.1.4 Membership Withdrawal
CGO / Company	Image: Company1.2.1.1 Request for membership1.2.3 System usageImage: Company1.2.1.2 Request for membership (with Company Information)	1.2.4 Edit member information	
TVEC Admin.	1.2.2 Membership approval		1.2.5 Membership Withdrawal

#### [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.

#### CareerOne Platform [CGO Manual]



#### [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.

#### CareerOne Platform [CGO Manual]

Process	s P	ortfolio Management		
Users		Portfolio		Consulting
Trainee		3.2 Writing Portfolio3.2.1 Registration of courses taken at educational institutions other NVQ (Includes approval records)3.2.2 OJT record registration (Includes approval records)	3.3 Print Resume(CV)	3.4 Request for consultation Yes
CGO			CGC	3.5 Portfolio Clinic
Company		<b>3.6</b> <b>View trainee's</b> Company portfolio	the trainee has ed the portfolio ation	

#### [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)

#### CareerOne Platform [CGO Manual]



#### [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.

#### [TLO]

- 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.

#### CareerOne Platform [CGO Manual]

Proces	S	Customer C	enter	•							
Users	Con	tents & Event		Notice			Q&A				
ALL			All	5.2 Inqu not	2.2 uiry ice	5.: Inq FA	3.2 uiry \Q	1:1 reg	5.4.1 inquiry istration	]	
CGO / Company	CGO CGO Compan	5.1.1 Register contents and event information						CGO Company	5.4.2 1:1 reply registratio	, Dn	
TVEC Admin.	Systen Admir	5.1.2 Approved for posting		5. Reg no	2.1 ister tice	5.3 FA regist	8.1 Q ration			5.4 1:1 r regist	1.3 eply ration

#### [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.

#### CareerOne Platform [CGO Manual]

## (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

#### CareerOne Platform [CGO Manual]

## **(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
	Employment support	
Job support	Trainee list	
	Company list	
	Job list	
	OJT list	
Information	Content management	Video
		Document
	Event	
	Q&A	
	Notice	



User Manual (CGO)

## 1 Home

#### 1-1. Home



#### CareerOne Platform [CGO Manual]



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

 "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, Invent 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.

 "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 pageIf 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.

#### CareerOne Platform [CGO Manual]

12. "Events" – More detailed information on the pageIf 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 pageIf 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



#### CareerOne Platform [CGO Manual]

#### 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

1) Home		2) Career test	
Cocupational psychol functional control of the state of the state of the state of the state of the state of the state of the state of the state of the state of t	Accord to the provide of the provide	Correlation         Correlation	<section-header><section-header><section-header><section-header><complex-block><complex-block></complex-block></complex-block></section-header></section-header></section-header></section-header>
(2) Career Interes	t Test	(3) Career Key Test	
Back to test list	<u>English</u>   <u>க</u> ுடி   தமிழ	Back to test list	English   <u>கல</u> ு   <u>கமிழ</u>
		National Car	reer Guidance and Counselling Center
Caree	er Interest Test	The	e Career Key
This test is used to help y kinds of careers you mig courses and activ	ou understand your interests. It may show you some ht find satisfying. The next few pages list many jobs, itiles. From each pair pick the one you prefer.	Measure your interests and	learn which job fits you best. Choosing an occupation is a matching process.
Look at each pair. If you pr side. If you like the answe are not really sure v Work as quickly as you car	efer the one on the right, put a tick on the right hand r on the left, put your tick on the left hand side. If you what you would like then you should just guess. 1. Most people find it easy to complete. At the end you	You Your needs values, abilitie skills, interests and aspirations.	es,
wil Read each question. Thin answer. If you are not su choose o To start the test, please	I be given a copy of the results. k which one you would like the most and select your ire, then just guess what is best for you. You have to one, and you cannot leave any blank. a fill the name below and click on the start button.	The Career Key unlocks th how to iden To start the test, please fill t	ne mystery of this matching process. It will show you ntify the jobs most likely to satisfy you. the name and the NIC number below and click on the start button.
Your name	Your NIC Start the Test	Seeranga Arachchilage I	Ishara Prac 198700302978 Start the Test
		By Lawrence K.Jones, Ph Jayawardhane fron	n.D. NCC. Arranged by Dr. Keerthi Premadasa & Mr. Ajith m Career Cuidance Unit of University of Colombo.
_(4)		_(5)	
NIE Reference Re	Here         Career Tests         Our Test         Contact U           Datable and Del smither segne base and engles, ny state and endly a State served and engles in the and endly	Remer Ability and Personality Ter Agride Again right Typere Brane	Year         Other With         Other With         Other With           State         State         State         State         Other With         Other With
	GHARTER GIF 608 **		

#### CareerOne Platform [CGO Manual]



## 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.

#### CareerOne Platform [CGO Manual]

## 2 About us

#### 2-1. About us

			Accessit	English ~	Sign in
ome About us (	Career guidance 🗸 🛛 In	formation ~			
About our career comprehensive solutions Career Platform Project in CT-based Career Platfor guidance for trainees with throughout Sri Lanka. Proj career development guid trainees and Improving et skills education and traini Read more	platform that provides to Sri Lankan career seeker s Sri Lankar aims to use the ' m' to provide high-quality o h high-level vocational skills ect objectives is providing of ance for vocational skills ef mployment of graduates of ing in Sri Lanka.	s. The "TVET Sri Lanka areer juulity lucation vocational	70+ Institutio \$+ Trainee	n 5+ CGO # 7+ Com	pany
	LAND REAL	0		۵۷۳۸	٢
TVEC	DTET	NAITA	UNIVOTEC	VTA C	Ocean University
Family Site	Related Organization	IS			
one" aims to provide high-qualit ce for trainees with high-level voo nka act us	y career attional skills	Get bowniad on the App Store	the app Google Play	E	Follow us 🞯 🛅 🕵 💶
	© Tertiary and Voca	tional Education Commi	ission - Ministry of Education. A	All rights reserved.	

#### **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.

#### CareerOne Platform [CGO Manual]

## **③** Career Guidance

#### 3-1. Career Guidance > Career Test

Home > Carrer guidance > Career Te	est			
Q Trainee name				
				Search
			All	Ť
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 Abeyrathe	2024-12-26	View more >
	N/G	Seeranga Arachchilage Ishara Pradeep Abeyrathe	2024-12-20	
	N/G	Seeranga Arachchilage Ishara Pradeen Abevratne	2024-12-20	View more
Career Interest Test	N/G	Seeranaa Arachchilaae Ishara Pradeep Abeyrathe	2024-12-26	View more >
Career Key Test	N/G	Seeranga Arachchilage Ishara Pradeep Abevratne	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 I to 10 of 22 results			< 1	2 3 >
			-	
2		Caree	er Interest	3
All		activities you like best. More than one high score indi considered since they show activi	cates a combination of interests. The lowest ities that you probably do not enjoy right no	scores should also be M
All Career Interest Test		Name Seeranga Arachchilage Ishan NIC 198700302978	a Pradeep Abeyratne	
Career Key Test Interest and Ability Test		Date 2024-12-26 13:45:35		
Interest, Ability and Personality Test		Career Interest Results Outdoor Practical Science	Creative Business Office	Social
		1 1 0	0 0 2	1
		2.0		
		1.6		
		1.3	- 1 A	
		0.4		
		0.0 - Outdoor "Practical " Science	Creative Business Office Social	
		0.0 Quildoor Plactical Science	Creative Business Office Social	



#### **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.

#### CareerOne Platform [CGO Manual]

#### 3-2. Career Guidance > Guidance

					Accessibility 🗸	English 🗸	Q Soor shpdt	<b>10 Joe</b> ilife38@ubion.globa
Home Abou	it us Career	guidance ~	Job support  ~	Information	~			
ome > Career gu	Guidance Employm	ent ,	ce List					
	Job/Care Employm	er Information >				Guidance Li	ist	
0. Territory of the								Sograh
					Туре		→ Gu	idance status
New Guidance +	2							
Туре	Guidance Field	Title	Registration Date	Guidance Date	Trainee Institute	Trainee Name	Guidance status	Feedbac
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	3 ***
					Millennium			
))Sara		Accessibility ~ English ~	Socho Joe     spotiinääjsubiongiobol		Home About us Career gu	ildance v Job support v Informati	on v	
About us Career guidance	<ul> <li>Job support &lt; information</li> </ul>	tion ~ <b>2</b>			< Ratnavel Thakshan			
ce Type *					Ratnavel Thakshan	Stonut: Request G <u>Vanimithius</u> R stpdffb3Egnodslanet Q 0776272308 (R No Public Pottalio		
e lical College - Polannaruwa nbo					Requested information           Requested date         Type           2227 PM IB-8-2024         © online	Career.Test.Result		
ce Field * eer Path () Employment () Portfolio me *	Clinic	st Name *			Guidence Field Career Path			
n NC *	Trainee's mobile	gr Doe Trainee's email			Career path Location			
is institute information *			li.		inatitute Technical College - Polonnaruwa			
choose one of these Guidence titles: Ing arxisus Alignment of Taching Substain Martin					Detailed Information Career path			
tion *			h		Available Time 2024-11-15			
			Submit		No file selected			

#### CareerOne Platform [CGO Manual]

out us	Career guidance 🗸	Job support ~	nformation	n v									
guidar	nce > Guidance												
	My Schedule	4					Gui	dance Li	st				
m	Tue	Wed		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
3 • s	24 eeranga Arachchilage Ishara Pradeep	25		26	27	28	29	30	31	1	2	3	
Abe • S Abe	yratne eeranga Arachchilage Ishara Pradeep yratne	<ul> <li>Seeranga Arachchilage Abeyratne</li> </ul>	Ishara Pradeep Mare	None	• None	None	• None	None	• None	None	• None	• None	
. • N	More .	None		None	• None	Noon	None	None	• None	None	Noon	Nope	
		De	cember 20	24									
N	MON	TUE	WED		n	IU		FRI			SAT		
	2	3	4		ę	i		6			7		
	9	10	n		1	2		13			14		
											1•		
ō	16	17	18		1	Ð		20			21		
	1.	1• 1•	1.		1	•							
2	23	24	25		2	6		27			28		
•		10 10	1.										
9	30	31											
	noout us	and an analysis of the second	sout us Career guidance Voltage Soutians Career guidance Voltage Soutians S	sout us Career guidance > Job support > Information rguidance > Guidance  My Schedulo	nout us Career guidance V Job support V Information V rguidance V Guidance Ny Schedule 4 1 1 1 1 1 1 1 1 1 1 1 1 1	rguidance > Guidance  My Schodulo  My Schodu	rguidance > Gareer guidance > Job support > Information > rguidance > Guidance My Schadulo My	Note to severe guidance > Job support < Information        rguidance > Guidance       My Schedule     4       Status     The Status     Try Status       Status     The Status     Try Status       Status     Status       Status     Status	rguidance > Gueer guidance > Job support > Information > rguidance > Guidance > Guidanc	Note       Note       The       Tote       Solution of the set of	Note to the support of the support	Note that is a concept guidance > Job support < Information          Guidance > Guid	Norm         Norm <th< td=""></th<>

#### **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.

#### CareerOne Platform [CGO Manual]

#### 3-3. Career Guidance > Employment

			Ac	ccessibility 🗸	English ~	<u> </u>	Sooho Joe shpdflife38@ubion.gld	bal
Home About us	Career guidance  ~	Job support 🗸	Information ~					
ome > Career guidan	Career Test Guidance	oloyment Policy						
ILO	Employment > Job/Career Information >	Employment Policy News letter	1					
Twenty First Amen Attachment OJJCKEA15D827	Employment supporting	(L.D 0. 12/2022).	2					
Industrial Disputes Attachment	(Amendment) Act, No. 22	of 2022.						
Ministry of Human Reso	irce and Empowerment							
NHRDC (National Huma	n Resource and Developm	ent Council of Sri Lan	ka)					
Family Site	Related Organize	ations						
Family Site	Related Organize	ccessibility v English v	Control Marcine     C					
Family Site	Related Organiza	ations cossibility v English v	Company South Sectors and					
Family Site	Related Organiza	ccessibility v English v	A O repairing the second second					
Family Site	A Related Organiza	ations cossibility > English >	C Stobb Joe Postinalijuderupted					
Family Site Family Site Family Site Site Site Family Site	A Related Organiza	ccessibility v English v	Carl Carl Source Job Prodrikalijudorugudor 2					
Family Site Family Site Family Site Family Site Sites: Family Site Family Site Family Site Family Sites: Family Si	A Related Organiza	ations	C C Sobo Joe repatricialquiderquided					
Family Site Family	A Related Organiza	ations	Contraction de la contractione					
Family Site Family	Related Organization of the second	ations	2 2					
Family Site Family	Related Organiza	ations	2 2					

#### CareerOne Platform [CGO Manual]

#### **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.

#### CareerOne Platform [CGO Manual]

#### 3-3. Career Guidance > Employment

				Accessibility 🗸	English V	Û	Sooho Joe shpdflife38@ubion.global	
Home About us	Career guidance ~ Career Test Guidance	Job support ~	Information	~				
ILO Twenty First Amer Attachment	Employment > Job/Career Information > Employment supporting	Employment Policy News letter (L.D O. 12/2022).	1				,	
Industrial Dispute Attachment	s (Amendment) Act, No. 22 A0N7YHYBMT5X7E,pdf	of 2022.						
Ministry of Human Resc	urce and Empowerment n Resource and Developm	ent Council of Sri Lan	ka)					,
Family Site	Related Organiz	ations						
Home About us Career guidanc Hame> Career Guidance> Employment To Clobal Employment Trends for Youth 2 Antochnest @ LANDSOLUT	م - Job support - Information - > News Letter	ccessibility - English -	State and a second s					
1531-241219 Attochment Connect interest. Lest and Connect interest. Connect interest. Attochment Connect interest. Connect interest. Connec								
Esst.Cose           Interviewent	tout ent dopment Council of Sri Lanko)			~				

#### **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.

#### CareerOne Platform [CGO Manual]

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

			Accessibility ~	English ~ Q	Sooho Joe shpdflife38@ubion.global
Home About us	Career guidance  ~	Job support 🗸 🛛 Informatio	n v		
Home > Career guidan	Career Test Guidance	ation > Job outlook			
Q Job title	Employment > Job/Career Information > Employment supporting	Job outlook Career Expert Interview			Search
(A) Agriculture, Huntin	ng and Forestry	1			
(I) Transport, Storage	and Communications				~
(L) Public Administrati	ion and Defence				2 ~
(N) Health and Social	Work				~
(O) Other Community	, Social and Personal Servi	ce Activities			~
(P) Private Households	s with Employed Persons				~
(Q) Extra- Territorial O	organizations and Bodies				~
(G) Wholesale and Ref	tail Trade				~
(B) Fishing					~
(M) Education					~
(BCS) Common					~
(C) Mining and Quarry	/ing				~
(D) Manufacturing					~
(E) Electricity, Gas and	l Water Supply				~
					×
(K) Real Estate, Rei	nting and Business Activitie	S			2
Eng_Softwar	e_Developer				
Attachmen	n <b>t</b> bandara-portfolio.pdf				
Family Site	Related Oraar	izations			
, 5.00					

# 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.

#### CareerOne Platform [CGO Manual]

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



#### CareerOne Platform [CGO Manual]

#### 3-5. Career Guidance > Employment supporting



#### CareerOne Platform [CGO Manual]

## (4) Job support

#### 4-1. Job support > Trainee list

				sincy -			shpdflife38@ubion.	global
Home About u	us Career guidance	<ul> <li>Job support ~</li> </ul>	Information ~					
ome > Job support	t > Trainee list	Trainee list Company list	1					
		loblist						
Q Trainee name		O IT list					Sear	ch
		- Con list					All	
Career Key >> Millenni Updated	<b>ga Arachchilage Ishara Pra</b> ium Heavy Equipment Traini i 3 days ago	deep Abeyratne 2 ng Institute (Pvt) Ltd   Hea	avy Vehicle Operator (L3-	-2023-09-09)	0	JT Match	Job Match	
JBION Nationa Updated	2 .Kumara al Apprentice and Industrial i 2 weeks ago	Training Authority   Driver	(L3-2022-03-06)		0	JT Match	Job Match	) [
Showing 1 to 2 of 2 result	ts						<	
Family Site	Related Organ	nizations						
Family Site	Related Organ	nizations	lity - English - Q	Sootho Joe strpemter24 geuster	ngistral			
Family Site	Related Organ	Accessibi rt ~ Information ~	lity - English - Q	Soche Joe mparte Signate	ngistar			
Family Site	Career guidance ~ Job suppo Resume	Accessibi at ~ Information ~	lity × English × Q	Socha Joe unpertiteitiquelos	ngoka			
Home About us ( Q. Traines nome Secrange Ato Millennium He	Related Organ Career guidance - Job suppo Resume Career Key > Seeran Abeyro	Accessibil rt × Information × ga Arachchilage i itne	lity - English - Q × Ishara Pradeep	Boche Joe     Proportium Standard     Sort     Au     Job Match	ngaber			
Home About us of the support > Tre     Career Second Arc      Millennium He     tydated 3 days	Related Organ Career guidance - Job suppo Resume Career Seeran Key - Seeran	nizations Accessibi rt × Information × ga Arachchilage I itne	lity > Inglish > 4 × Ishara Pradeep 2	Sola Jos				
Correct Method a dop     Tub A Pickum	Related Organ Career guidance - Job suppo Resume Career Seeran Key > Abeyra Basic Information	nizations Accessibi Access	lity - English - A Shara Pradeep 2 onalabal	Socha Joe     separativa Silgunor				
Home About us      About us      About us      Come > Job support > Tur     Correct Secrange Arts     Millennium Me     Updated 3 days     Hallon 1 App     Updated 3 pp	Related Organ Career guidance × Job suppor Resume Career Key > Seeran Abeyro Basic Information & seranga krachahlage share f	Accessibi at × Information × ga Arachchilage I itne ۲αdeep Abeyrater ≅ jycholeJubi © 73/42, Krul	lity - English - A Shara Pradeep 2 onglobal apone Avenue, Colombo 05	Soche Joe mperitable union Society (Society (Soc	arch			
Formity Site     Formity Site     Forme About us     About us     About us     About us     About us     Correct     Addennuum Fee     Updated 3 days     Hattional Amp     Secong a Arc     Mattennuum Fee     Updated 3 days     Hattional Amp     Secong a Arc     Addennuum Fee     Updated 3 days	Related Organ Career guidance - Job suppo Resume Career Secran Key > Secran Abeyro Basic Information Secrange Arachehiloge Ishare F Secrange Arachehiloge Ishare F Secrange Arachehiloge Ishare F	nizations Accessibi et ← Information ← ga Arachchilage I itne Yadeep Abeyratne:  iychoigeubi © 73/42, Kmu	lity - English - Q x Ishara Pradeep 2 onglobal apone Avenue, Colombo 05	Sort Address of the second sec	ngaber			
Formity Site     F	Related Organ	Accessibil at × Information × ga Arachchilage I itne Yadeep Abeyratne 🖂 jycholigubi © 73/42, kirul hy (Pvt) Ltd (industry sector: (N	lity - English - Q x Ishara Pradeep 2 onglobal apone Avenue, Colombo 05 ) Health and Social Work )	See Look Joe See Contract See C	arch			
Formily Site      Formily	Related Organ	Accessibil rt ← Information ← ga Arachchilage I itne Yadeep Abeyratne 점 jychol@ubl ③ 73/42,Krui ny (Pvt) Ltd (industry sector: (N Corregierer (Part time) (2023-04-2) page (Part time) (2023-04-2)	Ility > Inglish > Q Shara Pradeep 2 onglobal apone Avenue, Colombo 05 ) Health and Social Work ): 2 - 2023-07-21) W Litt (incluse senter fit)	Sola Jos Popularia Hage Jose Advertisation of the solar Advertisation of the solar of the solar Advertisation of the solar of				
Formity Site      Formity Site      Forme About us      Come > Job support > Tre      Come > Job support > Tre      Come > Millennium He      Update 3 days      IBIOT      T.L. A. P. Kum      IBIOT      Showing 1 to 2 of 2 results      Family Site	Related Organ	Accessibil Accessibil at < Information ∽ ga Arachchilage I itne tradeep Abeyratne  jycholejubi ⊚ 73/42, kirul hy (Pvt) Ltd (industry sector: (N Caregiver (Part time) (2023-04-2) ment Training Institute (P nunications)	lity > Inglish > () Ishara Pradeep () anglobal apone Avenue, Colombo 05 ) Health and Social Work () 2 - 2023-07-21) vt) Ltd (industry sector: (i)	Socha Joe				
Formity Site       Come > Job support > Tur       Q: Traines name       Career       Secranga Arc       Millennium Ne       Updated 3 days       JBIOT       T.L. A. P.Kum       JBIOT       T.L. A. P.Kum       Showing 110 2 of 2 results       Earnity Site	Related Organ	Accessibil Accessibil at × Information × ga Arachchilage I the Yadeep Abeyratre ≅ jychol@ubil © 73/42, Kirul by (Pvt) Ltd (Industry sector: [N Caregiver (Part time) (2023-04-2 prent Training Institute (P nunications) iorkilit Operator (Full time) (2023-	Ilty - English - () Shara Pradeep 2 onglobal apone Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-2) vt) Ltd (industry sector: (i) 08-21-2023-09-05)	Soche Joe Propertie Stepanor A Job Match Lob Match				
Formity Site       Home     About us       Ome > Job support > Tra       Q. Traines nome       Q. Traines nome       Graver       Mattennium Fer       Updated 2 days       IBIOL       National Arc       Vectoral Come       Streaming 1to 2 of 2 results       Family Site	Related Organ	Accessibil Accessibil at  ✓ Information  ✓ ga Arachchilage I itne Tradeep Abeyratne:  ☐ iychoigubil © 73/42, Kmul Ny (Pvt) Ltd (industry sector: (N Caregiver (Part time) (2023-04-2 Dranet Training Institute (P nunications) orklift Operator (Full time) (2023- 19)	lity - English - () English - () x Ishara Pradeep 2 onglobal opone Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-21) vt) Ltd (industry sector; (i) 08-21-2023-09-05)	Soche Joe Protestical Queen A A Job Motch A A A A A A A A A A A A A A A A A A A				
Formity Site         Forme       About us         Orme       About us         Orme       Job support > Tre         Q. Traines nome       Millennium is         Q. Traines nome       Millennium is         JBO:       T. L. A. P.Kum         JBO:       T. L. A. P.Kum         JBO:       T. L. A. P.Kum         Steronigi 16:2 of 2 results       Formity Site         Formity Site       Concerts         Concerts       Concerts	Related Organ	Accessibility of the second se	lity - Inglish - () Ishara Pradeep 2 onglobal apone Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-21) vt) Ltd (Industry sector: (i) 08-21-2023-09-05)	Soche Joe     Prodettable under	ngadar arch			
Formity Site       Image: Second States       Home     About us       Orme > Job support > Trr       Q. Trainest name       Q. Trainest name       Second Attraction       Astennulum National Applicated 2 week       IBIOI       National Applicated 2 week       Strowing 1 to 2 of 2 results       Family Site       Openants       Strowing 1 to 2 of 2 results       Family Site       Openants       Strowing 1 to 2 of 2 results       Family Site       Openants       Strowing 1 to 2 of 2 results       Family Site	Related Organ	Accessibi Accessibi et ب Information ب ga Arachchilage I the radeep Abeyrathe المنابع المنابع (المنابع) بعد المنابع المنابع (المنابع) المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع المنابع المنابع المنابع (المنابع) المنابع المنابع المنابع المنابع المنابعلي المنابع المنابع المنابع المنابع المنابع الم	Ity - Inglish - Q Ishara Pradeep 2 onglobai apone Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-21) vt) Ltd (Industry sector: (I) 08-21-2023-09-05)	Eollov us.				
Formity Site       Image: Second and the second	Related Organ	Accessibil Accessibil at  ✓ Information  ✓ ga Arachchilage I itne Tradeep Abeyratne   jychol@ubl ⑨ 73/42,Kinut ny (Pvt) Ltd (Industry sector: (N Caregiover (Part time) (2023-04-22 bornent Training Institute (P nunications) iorkilit Operator (Full time) (2023- -18) r - L3 (2023-09-09)	Iltý × Inglish × Q Ishara Pradeep 2 onglobal apone Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-21) vt) Ltd (industry sector: (i) 08-21-2023-09-05)	Socha Joe				
Formity Site       Home     About us       Orme > Job support > Tre       Q:     Traines nome       Q:     Traines nome       Seconga Arc     Millennium Hei       JBIOT     T.L. A. P. Kum       Unational Appr     Upathold 2 week       Enowing 110 2 of 2 results     Termity Site       DISCREER     Termity Site       ONICCT US     Tertilary or	Related Organ	Accessibil Accessibil at < Information × ga Arachchilage I atne Yadeep Abeyratne ≅ jycholgeubi © 73/42,Krui by (Pvt) Ltd (Industry sector: (N Caregiver (Part time) (2023-04-22 Drament Training Institute (P nunications) orklift Operator (Full time) (2023- 18) r - L3 (2023-09-09)	Itiy × Inglish × Q shara Pradeep 2 onglobal apons Avenue, Colombo 05 ) Health and Social Work ) 2 - 2023-07-21) vt) Ltd (industry sector: (i) 08-21-2023-09-05)	Socha Joe				

#### CareerOne Platform [CGO Manual]

(Q) setting	Accessibilit	r ~ English ~	Geobe J     shpdfiled	loe Stipublongiobal							
lome About us Career guidance - Jot	o support v Information v				Olen .		Acces	ssibility ~ English ~	- <b>(</b>	Sooho Jae injutthemsute	kon gintar
ne > Job Support > Trainee list > OJT Match					Home About us Career guid	ance 👻 Job support 🗸	Information ~				
ainee name					Home > Job support > Trainee list > J	ob match					
arch Position					Trainee name	4					
Jectrician District	✓ Sector	~ (	Search	h	Seeranga Arachchilage Ishara Pradeep	Abeyratne					
				All ~	Search Position	Sector	✓ District	*		Search	
Company OJT title	Required word experience Required	kills Registration Date	Status	OJT match						All	
BION_Br Test	Not limit IT	2024-12-31	In Progress		Job title	Company	Registration Date	End Status date	Applied	Matched	Job Mate
BION(2024III4) test2	Not limit software ski	<b>Is</b> 2024-12-17	• In Progress	۰	Interpreter	UBON(202404)	2025-01-02	2025-01- 21 • In Progress	0	1	
omsung test2	Not limit software ski	<b>is</b> 2024-12-17	In Progress	•	test2	UBION(2024014)	2024-12-17	In Progress	1	2	2
BION(2024III4) test	Not limit software ski	<b>Is</b> 2024-12-17	In Progress	•	test	UBION(2024814)	2324-12-16	In Progress	1	1	
BICN(20241114) OJT 20241214	5 - 10 IT experience year	5 2024-12-14	In Progress		Showing I to 3 of 3 results					<	0
BION(2024III4) OJT Registration UBL.	Not limit Không chỉ là tou	mjt 2024-12-13	In Progress		Family Site Relate	d Organizations					

#### **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.

#### CareerOne Platform [CGO Manual]

#### 4-2. Job support > Company list

			Accessibility ~	English V 🗘 🕻	Sooho Joe	nalobal	
					subanneso@abio	rgiobai	
	Home About us Career guidance	<ul> <li>Job support ~</li> </ul>	Information ~				
F	lome > Job Support > Company list	Trainee list					
	Casual	Job list			Control		
	search	OJT list			Sedirch		
				Location 🗸	Company informe	ution ∨	
	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				<	1 >	
	Function Description						
1. reį	If you click "Company List" unde gistered on the career platform.	er the Job Support	t, you can see the inf	ormation of the cor	npanies		

#### CareerOne Platform [CGO Manual]

#### 4-3. Job support > Job list

			Accessibility V	English	n ∽ Ô	Sooho J shpdflife:	<b>loe</b> 38@ubion.global	
Home About us Career guidance	e ~ Job support	<ul> <li>Information</li> </ul>	×					
Home > Job support > Job list	Trainee list Company list							
Job title	Job list OJT list	1					Search	
				L	ocation 🗸	Sector V	Recently	*
Job title	Company name	<b>Registration date</b>	End date	Status	Applied	Matched		
Interpreter 2	UBION(20241114)	2025-01-02	2025-01- 21	• In Progress	0	1	View more	3
test2	UBION(20241114)	2024-12-17		• In Progress	1	2	View more	>
test	UBION(20241114)	2024-12-16		• In Progress	1	1	View more	>
Showing I to 3 of 3 results							< 1	>
Family Site Related Or	ganizations							

#### CareerOne Platform [CGO Manual]

O 1 Seale -	Accessibility - English - Q Q Sooho Joe argdfile38.gubion.globol
Home About us Career guidance - Job support - In	nformation ~
Home > Job support > Job list > Interpreter	
Job details 2	
Interpreter	
Job type *	Job location *
Sector *	Number of Recruitments*
(M) Education	3
Work condition	
Working day	
Monday to Sunday	2025-01-30
Working hour	
오전 07:00	<u>२</u> २ 12:15
Salary per month	
\$ 100000	34545666
Discussion Available	
Genar Male Pernole N/A Age limitation	
17	55
No irritation	
Interpretaind Experience	
No finitation	
Required skills	
Language qualifications	
Application deadline	
2026-05-02	2026-05-09
HR Information	
Name	
Vera-company Chol-company	
Email	
jychol@ubion.global	
Contact info	
IIII	
About the role	
Role	
Interpreter	
	11

#### CareerOne Platform [CGO Manual]

Home > Job	support > Job	list > Candidate list						
< Interpr	reter							
Q Trainee	name		Search					
Career Key: Seeranga Arachchilage Ishara Pradeep Abeyratne Job Match Millennium Heavy Equipment Training Institute (Pvt) Ltd   Heavy Vehicle Operator (L3-2023-09-09) Updated 22 hours ago								
Showing 1 to	l of 1 results		< 1 →					
Fai	mily Site	Related Organizations						
	Family Site Related Organizations  Function Description							
1. If you c	lick "Job Lis	t" under Job Support, you can see the jobs registered on the caree	r platform.					
2. If you c	lick the job	title, you can view the job details that the company user created w	hen posting the job.					
3. When y	you click "Vi	ew more", you can see information about the trainee you matched	l with for that job.					

#### CareerOne Platform [CGO Manual]

#### 4-4. Job support > OJT list

				Accessibility ~	English V	Sooho Ju shpdflife3	<b>De</b> 8@ubion.global
Home About us Care	er guidance	<ul> <li>Job support &lt; 1</li> </ul>	nformation	,			
Home > Job support > OJT list		Trainee list Company list					
Q, OJT title		Job list OJT list	1				Search
I OJT Information				Select company	·	Status 🗸	Sort by V
OJT title C	ompany Re	equired work experience	Required skill	s Closing Date	Status	OJT match	
Test 2	JBION_Br No	ot limit	п	2024-12-31	• In Progress	Trainee match	List matched >
test2 UBIC	DN(20241114) No	ot limit	software skills	2024-12-17	• In Progress	Trainee match	List matched >
test2 S	Samsung No	ot limit	software skills	2024-12-17	• In Progress	Trainee match	List matched >
test UBIC	DN(20241114) No	bt limit	software skills	2024-12-17	• In Progress	Trainee match	List matched >
OJT 20241214 UBIC	DN(20241114) 5 -	- 10	IT experience 5 year	2024-12-14	• In Progress	Trainee match	List matched >
OJT Registration UBI UBIC	DN(20241114) No	pt limit	Không chỉ là mi tou	2024-12-13	• In Progress	Trainee match	List matched >
UBION-OJT-PAO UBIO	DN(20241114) No	pt limit	Theory 6 mont	h 2024-11-18	• In Progress	Trainee match	List matched >
Showing I to 7 of 7 results							< 1 →
Family Site	Related Orga	inizations					

#### CareerOne Platform [CGO Manual]

	Accessibility V English V Q Sooho Joe shpdtile38@ubion.global
Home About us Career guidance - Job support - In	formation ~
Home > Job Support 1232 > OJT list > Test	
Title 2	
Test	
Application requirements	
Approalon requirements	
Gender           Male         Female         N/A	
Age limitation	
25	50
Not limitation	
Require work experience *	
Not limitation	
Pequired skills	
"	
Application deadline	
2025-01-01	2025-01-10
Inquires	
HR name	
K D L P KARUNADASA KARUNADASA	
HR email	
lasantha@tvec.gov.lk	
HR contact info	
+94715378752	
Family Site Related Organizations	
Accessibility C English C A Cossibility English C A C Cossibility	4
Home About us Career guidance v Job support v Information v	
Home > Job support > OJT list > Trainee Match	
	Home About us Career guidance -> Job support -> Information ->
Q. Trainee name	Home > Job support > OJT list > OJT Matched
Seeranga Arachchilage Ishara Pradeep Abeyratne   1 manth Carrent Key> Millennium Heavy Equipment Training Institute (PV) Ltd   Heavy Vehicle Operator (L3-2023-09-09) OJT Meter	
Updoted 1 month ago	Troince information OJT match
T.L. A. P. Xumara   I month JBIOT National Apprentice and industrial Training Authority I Driver (13-2022-03-06)	Career Seerangs Arachchilage Ishara Pradeep Abeyratine   1 month ago
Updoted I month ago	Key Million Million y Equipment moning instruce (Md) (to (Heavy Vende Operator (L3-2020-0H-04)     Upcond 2 days age
Showing 1 to 2 of 2 results <	should thought the set of the set
Zanak Alia	Fomily Site Related Orgonizations
Function	n 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 de OJT.	ails that the company user created when posting the
3. When you click "Trainee Match" You can see a lis	t 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.

#### CareerOne Platform [CGO Manual]

## **(5)** Information

#### 5-1. Information > Video



3. When you click on a video, you can view the details of the video, including the option to delete and edit it.

#### CareerOne Platform [CGO Manual]

#### 5-2. Information > Document

			Acces	ssibility 🗸	English V Q (	Sooho Joe shpdfilfe38@ubion.global
Home Abo	ut us Career guidance ~ Jo	b support v li	nformation ~			
Home > Informat	ion > Content management > Do	Cont Cont Even	tent management >	Video Document	1	
Q Content Name		Q&A Notic	ce			Search
Upload document					All	✓ Recently ✓
No.	Title	File type	Status	Size	Registration date	Action
1 Test_	Counseling Document	docx	Request	0.01 MB	2025-01-05	
Showing 1 to 1 of 1 res	ults					3
Family Si	te Related Organization	IS				
Annum	And and a second	X Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y				
		Function	Descriptio	on		
1. If you click " documents.	Document" in Informatio	n, you can vi	ew employm	ient and C	Career guidance-	related
2. If you click t write a title for	he "Upload Document" b r your document, attach t	utton, a wind he file, and c	dow opens to click the "Sub	o upload y omit" butt	our document, v on to upload.	where you can
3. Click the ico	n under Action to downlc	oad, edit or d	elete the doo	cument.		

#### CareerOne Platform [CGO Manual]

#### 5-3. Information > Event

			Accessibility ~ Engl	ish ∨ ⊖ ⊙ so sh;	<b>oho Joe</b> odflife38@ubion.global
Home Abo me > Informa	out us Career gu tion > Event	uidance ~ Job support ~	Information ~ Content management > Event 1 Q&A		
Q Event Title	2		Notice Event type	all	Search
New event +	Туре	Title	Registration date	Status	Action
1	Competition	Test New Event (12)	2024-12-17	Request	4 1
2	Competition	Test New Event (11)	2024-12-17	Request	0 D
3	Competition	Test New Event (10)	2024-12-17	Request	2 ū
4	Competition	Test New Event (9)	2024-12-17	Request	0 D
5	Competition	Test New Event (8)	2024-12-17	Request	<u>/</u>
6	Competition	Test New Event (7)	2024-12-17	Request	<b>/</b>
7	Competition	Test New Event (6)	2024-12-17	Request	2 D
8	Competition	Test New Event (5)	2024-12-17	Request	0 D
wing 1 to 8 of 14 Family S	results	ated Organizations		<	1 2
OISMER.		Accessibility ~ English ~ () () Soohe Joe	guiongend		
Home About us Can ome > Information > Event 3 Type* Competition	eer guidance v Job support v Inf New event Tate * v) (write a title	ormation *			
Date * 01/05/2025 Thumbnail *	Place	au/os/2025	Home About us Coreer guidance ~ Job support ~	Accessibility ~ English ~ Information ~	O     Socho Joe     notWeilEpotronglocol
Details *	Ploce	9	Home > Information > Event list > Detail		
Al v R v A v m v M v Enter details for evant!	£ •   ∂ ⊑	¢	Test New Event (12) Consume 2) Alle of the analysis From 2024-12-17 To 2024-12-17		
	Choose a	me vi progra nore	Test New Even (12)		

#### CareerOne Platform [CGO Manual]

#### **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

How -	About up Concernentel	leherment	u Information		
Home	About us Career guidance	e ~ Job support	Content management		
lome > Inf	formation > Q&A		Event		
Q Title			Q&A Notice		Search
					Recently
New question	on <b>2</b>				
No .	Title		Inquirer	Registration date	Action
1	Q&A about Career (0)	Ver	a-company Choi-company	2025-01-04	4 Reply
2	test 4/1 (0)	Seeranga Aro	achchilage Ishara Pradeep Abeyratne	2025-01-04	Reply
з	test (0)	К.	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_C0	GO(202411111) Choi_CGO(202411111)	2024-12-29	Reply
7	title (0)	Seeranga Ard	achchilage Ishara Pradeep Abeyratne	2024-12-26	Reply
8	video (0)	Vera_C0	GO(202411111) Choi_CGO(202411111)	2024-12-26	Reply
9	test create question (2)	Seeranga Aro	achchilage Ishara Pradeep Abeyratne	2024-12-23	Reply
Home About u	us Cereer guidance - Job support - Information -		(C) IGATION	Accessibility - English - Q	Socho Joe stpdfile38jeubion.gisbol
			Home About us Career guidance ~ Job supp	vort ~ Information ~	
	Question		Home > Information > Q&A > Detail		
	Title *	gistration date Ac	ction 2021-01-04 120133 & Vers-company Choi-company One of the standard questions is: "What are your career aspira	tions?" Don't be fooled into answering this too honestly. Remember	that your goal is to land this j
1 Q&A abou 2 test 4/1 (0	n Career (6)	2025-0-04	ob-and convince them that you want to stay in this role and is	dustry for a long time.1 thg 5, 2024	
3 test (0)	æ	2025-01-02			
4 Need assi	choose a file or Drag it here	2024-12-38			
5 Test form	Chammika () Cancel Sa	2024-12-38			
6 Test (4)	Vera_CGO(2034IIII) CRes_CGO(2034IIII)	2024-12-20	Write something		Þ
7 title (0)	Seeranga Arachahlage Istnara Prodesp Abeyesti	e 2024-12-26	Fomily Site Related Organizations		3
		Funct	tion Description		
lf you cl	lick "Q&A" in Informati	on, you can vie	w the Q&A list.		
When y	ou click the "New Ques	stion" button, a	new window will open to	create a question. En	ter a Title

#### CareerOne Platform [CGO Manual]

#### 5-5. Information > Notice

Ø	CAREER			Accessibility ~	English V	C Sooho shpdfiife	<b>Joe</b> 38@ubion.global
Home	About us	Career guidance 🗸 🛛 Job supp	port ~ Information	¥			
Home > I	Information > 1	Notice	Content manageme	ent >			
		Notice	Q&A Notice	1	FAQ		
Q Title	е						Search
						Туре	~
No.	Туре		Title			<b>Registration Date</b>	Action
1	Career Guidance	SS				2024-12-18	View more >
2	Career Guidance	Hành Trình Phân Tích Kinh Doanh Đinh	ı Cao Tại RBAC Mùa 5 - Cuộc	Thi Phân Tích Kinh Doan	n Đại Học RMIT	2024-12-17	View more >
3	Career Platform	TEST NOTICE				2024-12-16	View more >
4	Career Guidance	Notice-Career Guidance(2024.11.13)				2024-11-14	View more >
Showing	1 to 4 of 4 results						< 1 >
l	Family Site	Related Organizations					
Constant	bourt us Correr guidance - J mation > Notice > Detail DTICE Constraints () 102 Administration () 102 Administr	Accessibility - C () tob support - Information - 2	3				
		Fu	unction Descri	iption			
. Click " . If you	lick "Notice" to see a list of notices created by the TVEC Admin. you click the Title or 'View more', you can see the Notice Content from TVEC.						

#### CareerOne Platform [CGO Manual]

#### 5-6. Information > FAQ

	Accessibility V	inglish V D Sooho Joe shpdtilfe38@ubion.global
Home About us Career guidance - Job supp	ort ~ Information ~	
ome > Information > Notice		
Notice		FAQ
TEST FAQ TEST 3 Articles 7	testtt 1Articles 7 2	Career Platform – FAQ Career Platform User Manual 2 Articles 7
Family Site Related Organizations		
Home About us Career guidance ~ Job sup	Accessibility ~	English V Q Sooho Joe
me > Information > FAQ > Detail		
<text><text><text><text><text><text></text></text></text></text></text></text>	ission s the apex body in the technical and vocational education an ing, quality assurance, coordination and development of tertiary Education Act No. 20 of 1990, ensures that 10 out of 17 m heat level for the private sector to contribute towards developing team of Directors, in charge of development functions and a contribute towards developing to the private sector to contribute towards developing team of Directors, in charge of development functions and a contribute towards developing team of Directors, in charge of development functions and a contribute towards developing team of Directors, in charge of development functions and a control of the private sector to contribute towards developing team of Directors, and the private sector to contribute towards developing team of Directors, in charge of development functions and a control of the private sector to contro	d training sector under the provisions of the Tertiary and Vocatio and vocational education in the country. Imbers of the TVEC including its Chairman, represent the Emplo g policies and programmes that would help achieve the vision of Secretary who oversees the personnel, financial and administrat
MARK YOUR CAL	Clive pitching from Top 5 finalists	

#### CareerOne Platform [CGO Manual]

#### **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.

#### 4 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.