



Career Platform User Training for CGOs

- TVET Career Platform Project in Sri Lanka

January, 2025



Contents

01. Overview of Career Platform

02. Practice using the platform

01

Overview of Career Platform



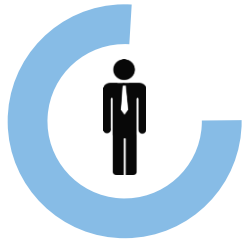
[Project execution institutions]

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, create an environment of decent job opportunities by sharing employment information among Companies, TVET Institutions, and TVET Trainees.

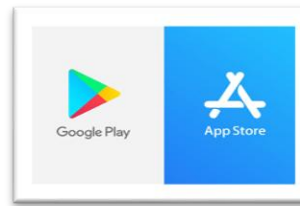
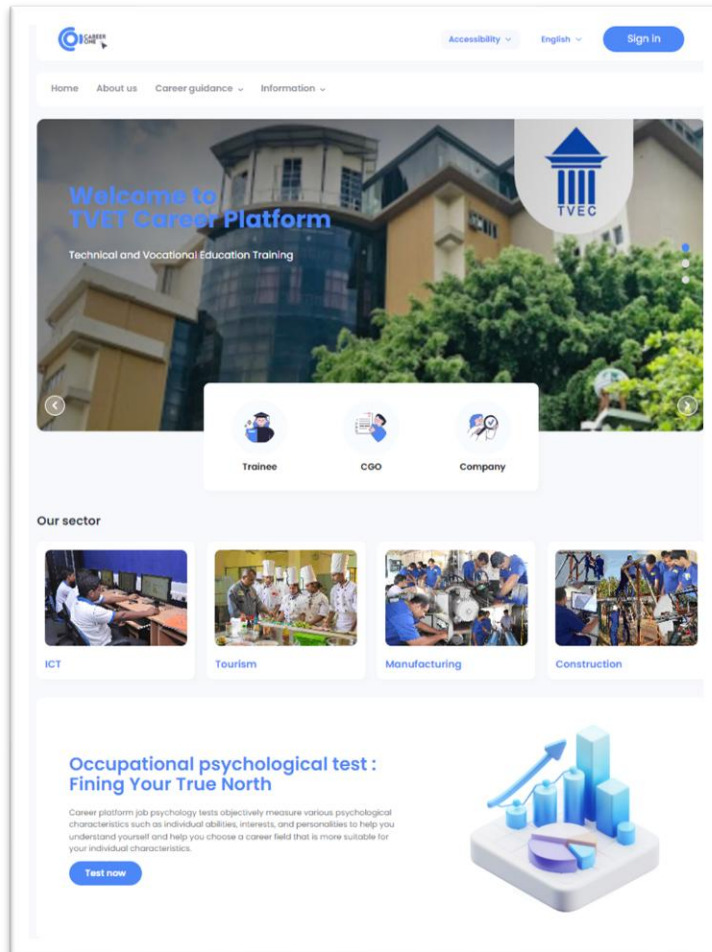


Access Methods of the CareerOne Platform

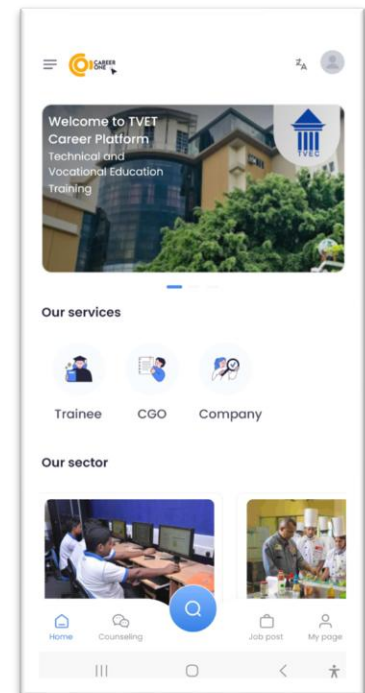
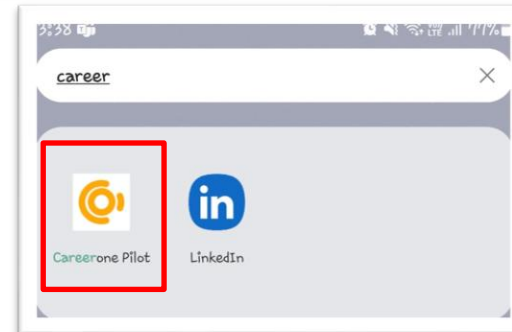
Web(PC, Mobile, Tab)

Mobile app (for Trainee)

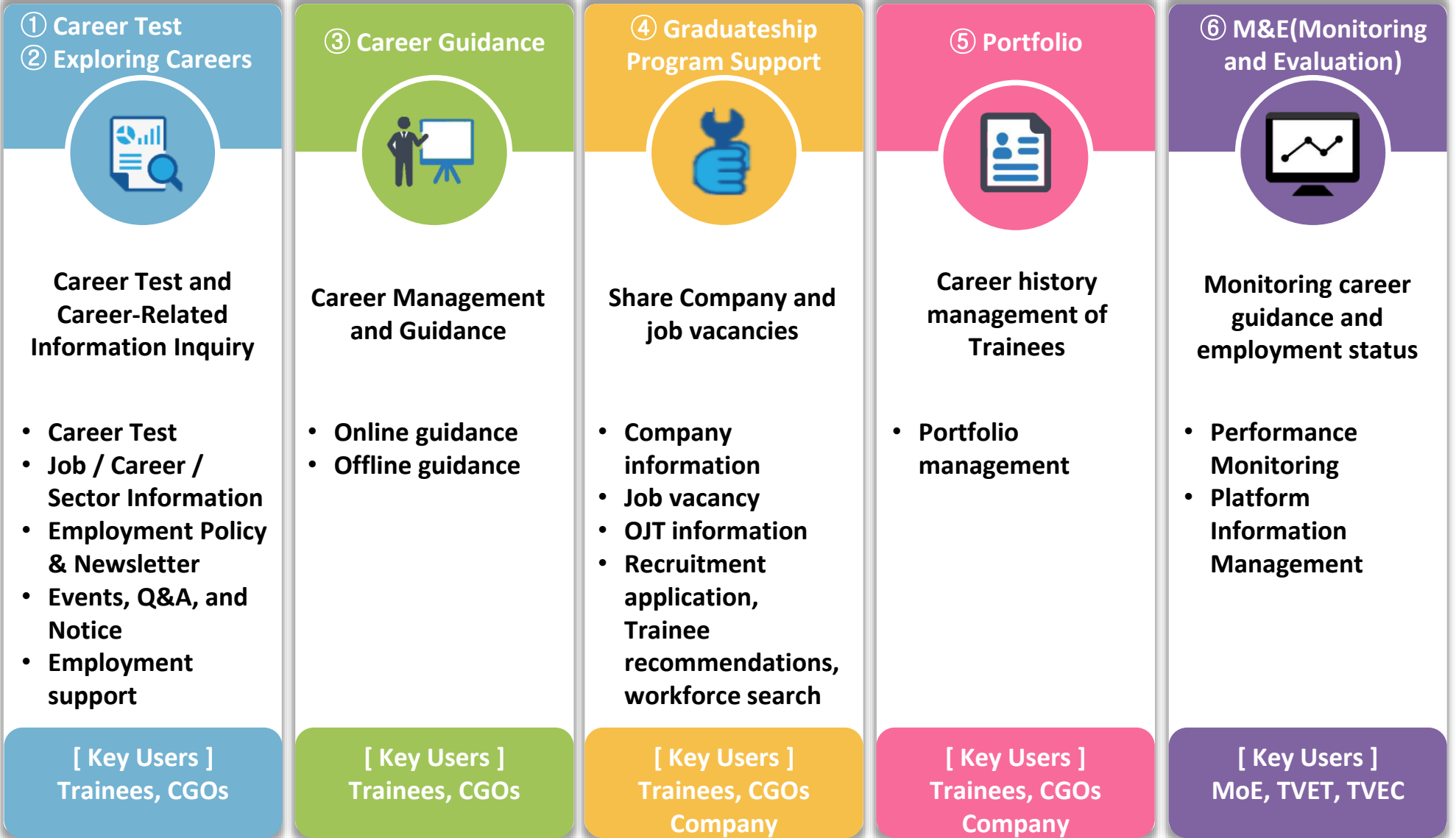
www.careerone.gov.lk



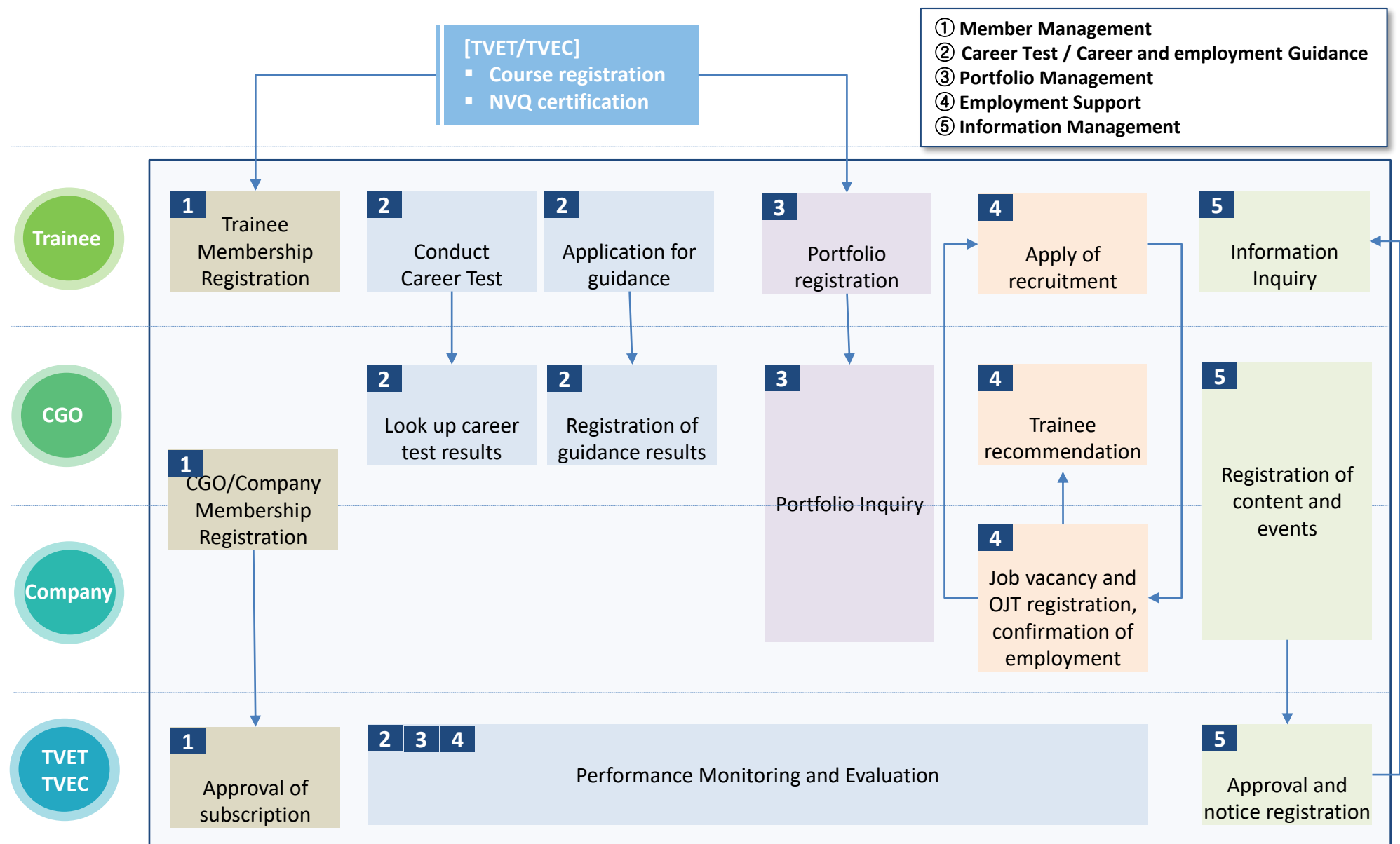
Google play store / App store
"Careerone"






Key Functions

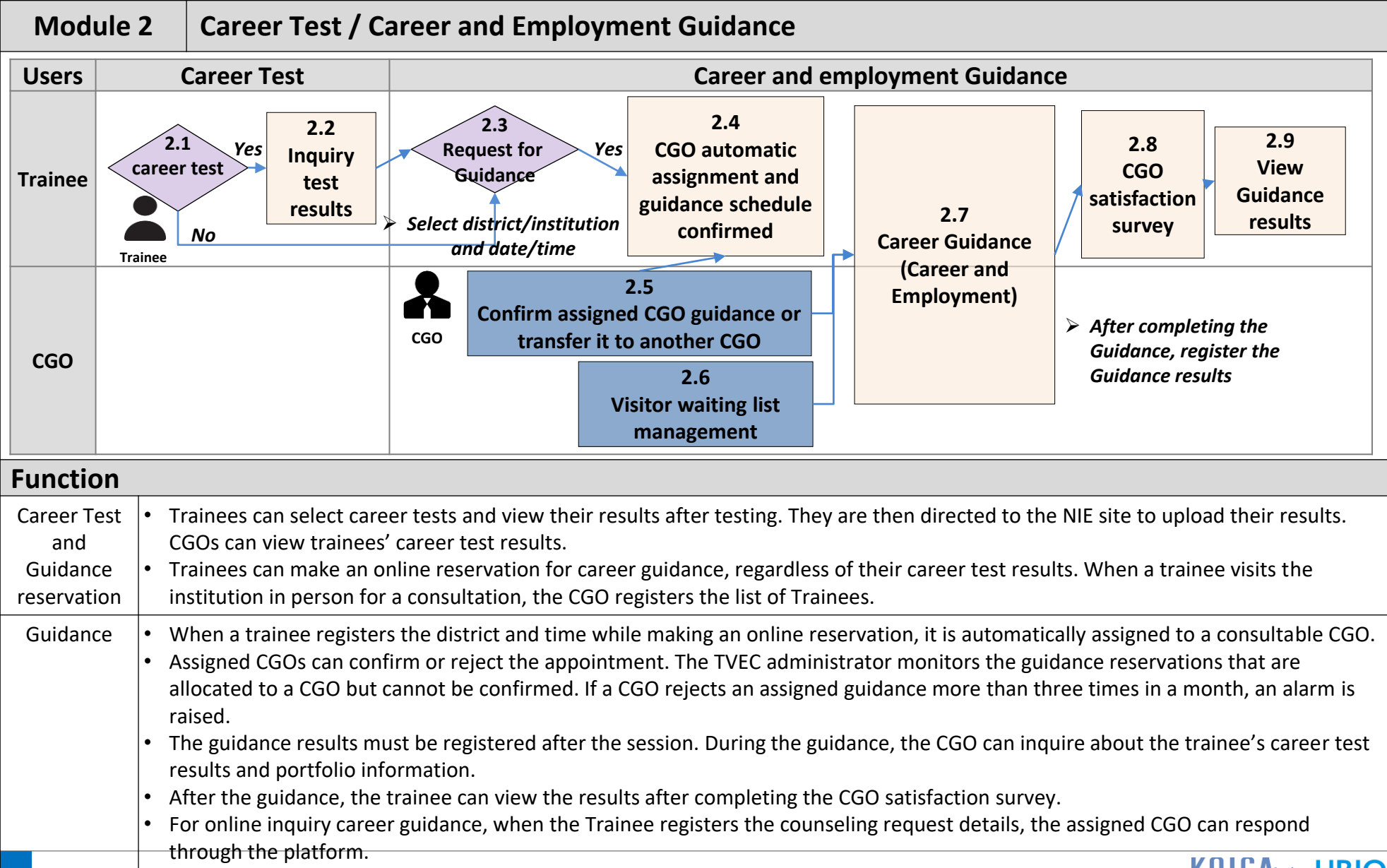


CareerOne Platform Overview

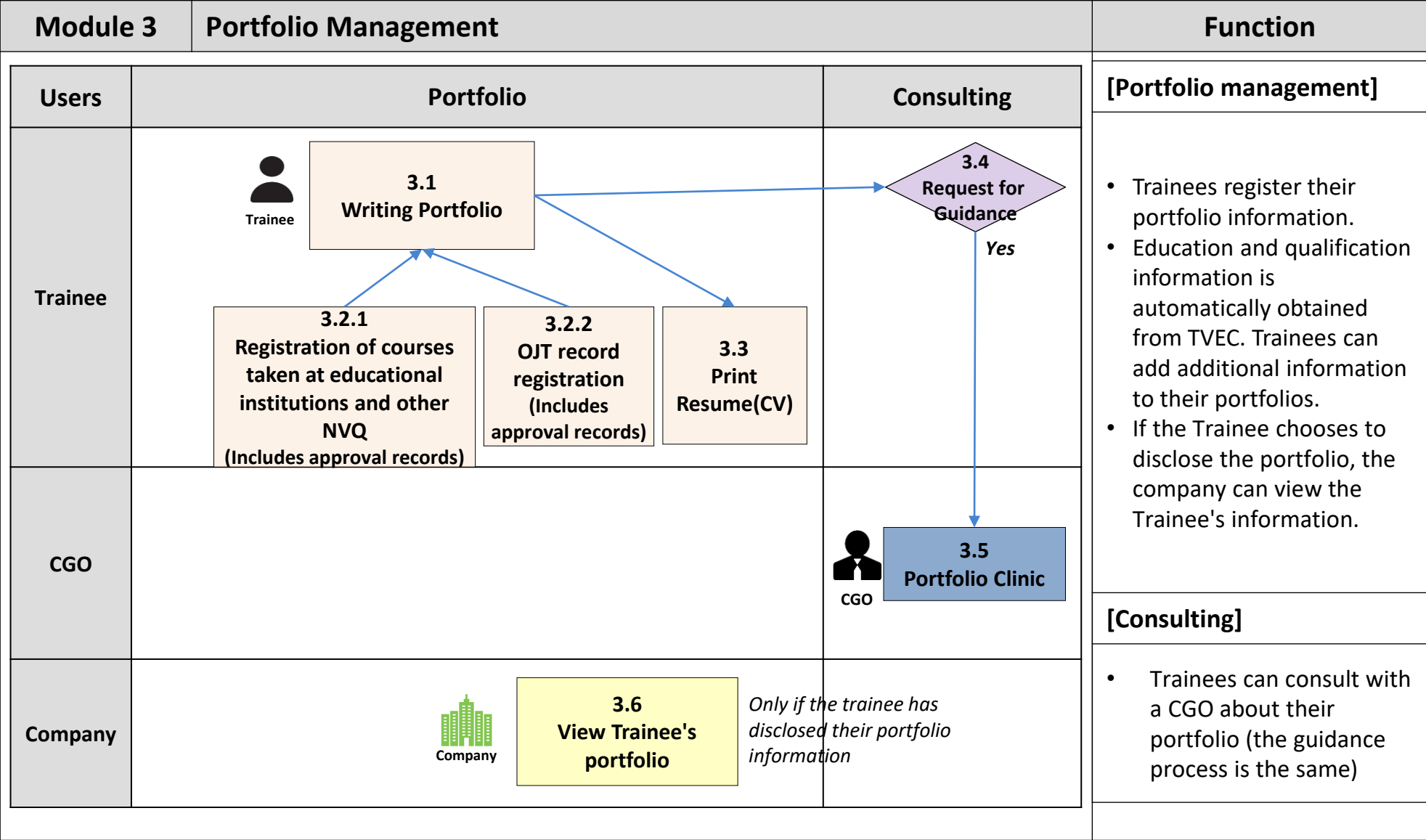


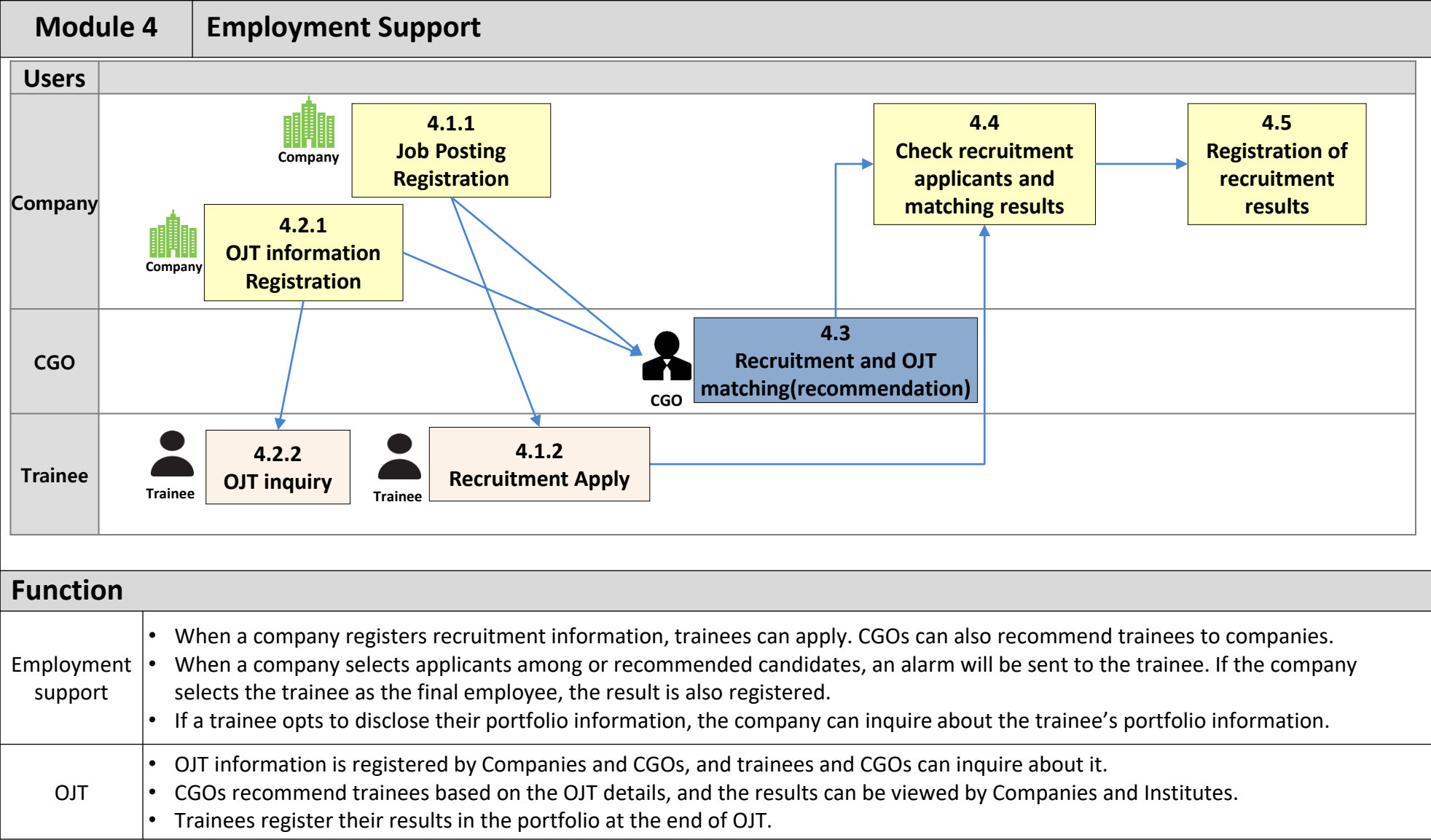
Career Platform Process (1/5)





Module 1		Member Management		Function
Users	Sign up	Management	Withdrawal	
<div> <div>  <div>Trainee</div> </div> <div> <div>1.1.1 Registration membership</div> <div>➤ trainees from 70 institution</div> </div> </div>	<div> <div>1.1.2 System usage</div> </div>	<div> <div>1.1.3 Edit member information</div> </div>	<div> <div>1.1.4 Membership Withdrawal</div> </div>	<div> <div>[Sign up]</div> <ul style="list-style-type: none"> Membership Registration (Trainee/CGO:NIC) CGOs and companies need TVEC's approval </div>
	<div> <div>  <div>CGO</div> </div> <div> <div>1.2.1.1 Request for membership</div> </div> </div>	<div> <div>1.2.4 Edit member information</div> </div>		<div> <div>[Member information management]</div> <ul style="list-style-type: none"> Membership information will modify without approval Manage the password for the site </div>
	<div> <div>  <div>Company</div> </div> <div> <div>1.2.1.2 Request for membership (with Company Information)</div> </div> </div>			<div> <div>[Member withdrawal]</div> <ul style="list-style-type: none"> Trainees can directly withdraw. If they sign up for a new membership after withdrawal, they will not be able to view their history. The membership withdrawal of CGOs and the companies is handled by the TVEC admin. </div>
TVEC Admin.	<div> <div>1.2.2 Membership approval</div> </div>		<div> <div>1.2.5 Membership Withdrawal</div> </div>	



Career Platform Process (3/5)





Module 5		Information Management		Function
Users	Contents & Event	Notice	Q&A	[Contents and Event]
ALL		<div> All</div> <div>5.2.2 Inquiry notice</div> <div>5.3.2 Inquiry FAQ</div>	<div>5.4.1 1:1 inquiry registration</div>	<ul style="list-style-type: none">CGOs and Companies can upload their own events or content. If the TVEC administrator approves, all users can inquire about them through the system.
CGO / Company	<div> CGO Company</div> <div>5.1.1 Register contents and event information</div>		<div> CGO Company</div> <div>5.4.2 1:1 reply registration</div>	<div>[Notice]</div> <ul style="list-style-type: none">Users can register to access TVEC's announcements or view answers to frequently asked questions.
TVEC Admin.	<div> System Admin</div> <div>5.1.2 Approved for posting</div>	<div>5.2.1 Register notice</div> <div>5.3.1 FAQ registration</div>	<div>5.4.3 1:1 reply registration</div>	<div>[Q&A]</div> <ul style="list-style-type: none">If a user leaves a question, CGOs, Companies, and TVEC will provide answers.The user can select a topic or category for their question when submitting it.

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(match)	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

2-1

Practice using the platform

[Module 1 - Member Management]

1. Process



Sign-up & Sign-in



- 1) CGO registers information for membership registration
- 2) TVEC can approve or reject membership, and the result will be delivered by CGO mail
- 3) Access to the platform when the subscription is approved

Password



- 1) Reset if password is lost

management



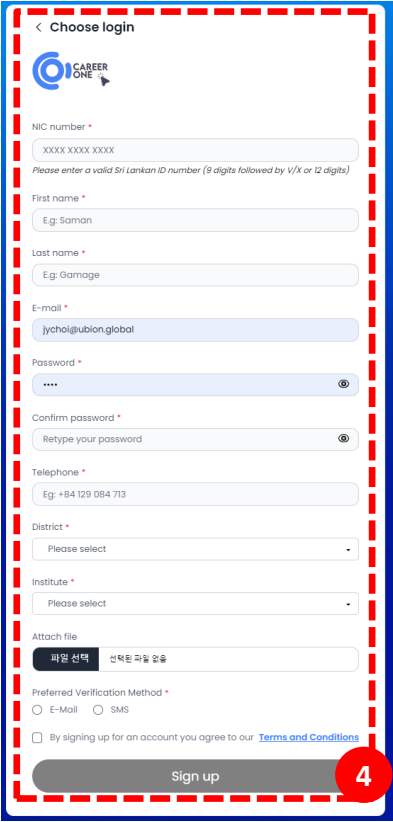
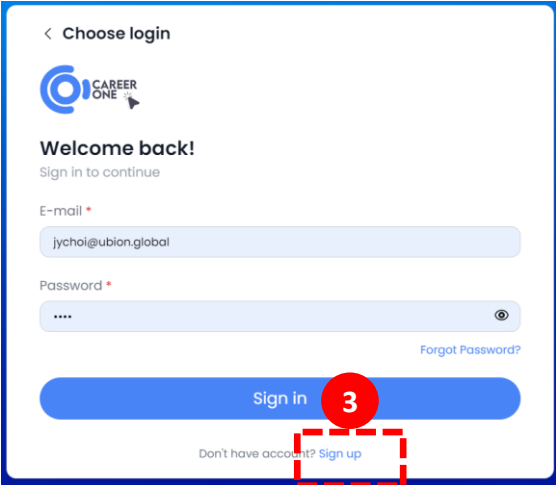
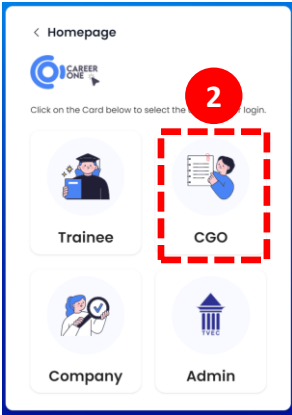
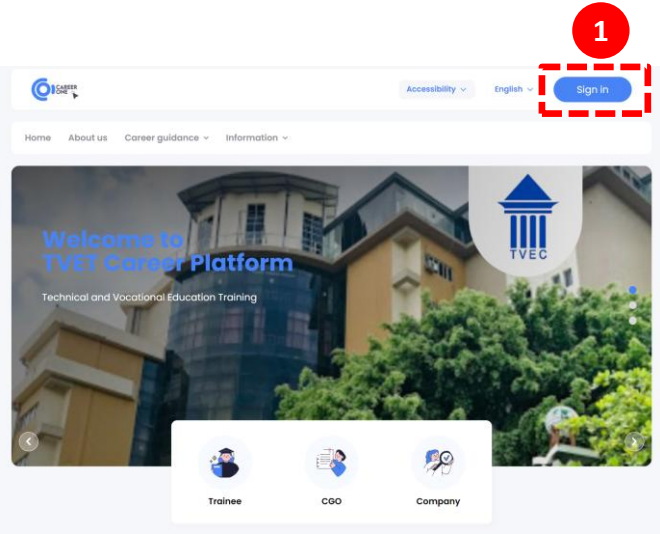
- 1) Change my information on "My page" or check my job status

Withdrawal

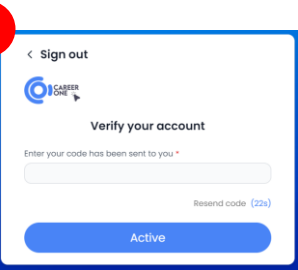


- 1) Membership withdrawal is only available to admin managers
- 2) CGOs can request to reactivate their membership after it has been cancelled

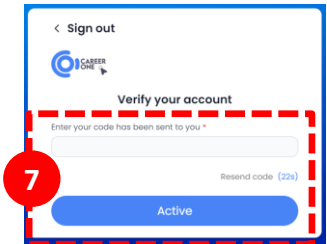
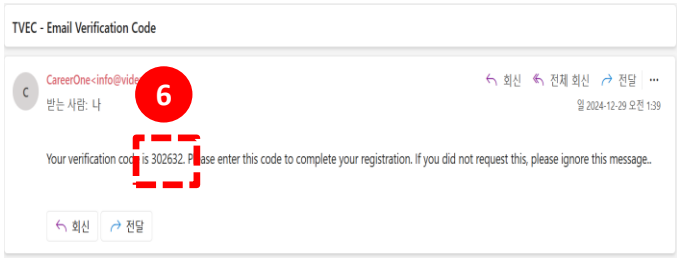
2-1-1. Sign-up for CGO



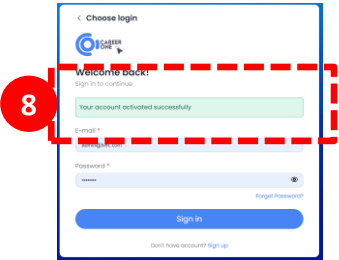
2-1-1. Sign-up for CGO



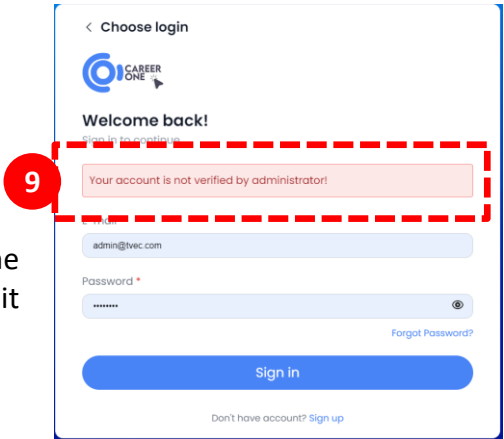
Send according to your preferred channel
(email, SMS) when signing up for membership



Enter the authentication number you
received by email/SMS



Login is possible only when the
administrator approves it



2-1-2. Administrator Tasks

1

2

7

1

7

3

15

No.	Date	CGO	Trainee	Company	Admin	Ti
1	2024-9-11	1	0	0	2	
2	2024-9-12	0	1	0	0	

2

3

CGO Approval

Sign-up Information

Institute

National Youth Services Council

District

Colombo

Basic Information

TVET Type

National Youth Services Council

Sign-up date

2024-12-28 23:39:14

Reject

Approval

2-1-3. Sign-in for CGO

10

Congratulations! Your Account is Approved

CareerOne<info@videabiz.com>

받는 사람: 나

월 2024-12-29 오전 1:49

Congratulations! Your Account is Approved

Dear Vera(1228) Choi,

We are delighted to inform you that your account on CareerOne has been approved. You can now access all available features and services on our platform.

If you have any questions or need assistance, please feel free to reach out to us via email at careerone@tyec.gov.lk.

[Welcome aboard, and we look forward to supporting you in your journey with CareerOne.](#)

Sincerely,
CareerOne

회신

전달

11

Choose login

CAREER ONE

Welcome back!

Sign in to continue

E-mail *

jychoi@noodle.net

Password *

Forgot Password?

Sign in

DON'T HAVE AN ACCOUNT? Sign up

12

CAREER ONE

Home

About us

Career guidance

Job support

Information

UNLOCK YOUR POTENTIAL WITH MENTORSHIP

Discover how a seasoned professional can guide you towards success. From career navigation to building confidence, mentorship offers invaluable support.

SHINE BRIGHT IN TAKING


Trainee

CGO

Company

2-2. Forgot password for CGO

< Choose login



Welcome back!
Sign in to continue

E-mail *

Password *


1

Forgot Password?

Sign in

Don't have account? Sign up

< CGO Sign in



Enter your E-mail *

2

Send reset password link

Password reset link

CareerOne<info@videabiz.com>

받는 사람 Verachoi

토 2024-12-28 오후 9:43

종료 이 메시지는 영어로 되어있습니다.

한국어로 번역

영어에서 번역하지 않음

Forget Password Email

You can reset password from bellow link:


3

[Reset password](#)

회신

전달

< Trainee Sign up




Enter your E-mail again *

Enter your new password *

4

Reset password

2-3. My information and job management



- ① Number of consultation applications allocated to CGO (approval or transfer processing)
- ② Number of guidance confirmed by date
- ③ Guidance List Inquiry

Modifying Personal Information

The screenshot displays the 'My page' interface with the following components:

- My personal information (2-1):** A form for editing user details. It includes fields for First name, Last name, Telephone, Email, District, and Institute. A red dashed box highlights the 'Edit' button.
- My page (2):** The user's profile section. It shows the user's name (Vera_CGO(20241111)), email (+94-222-2- jychoi@ubion.global), and consulting status (No Reservation). A green box labeled '1' highlights the 'No Reservation' status.
- My Schedule (3):** A calendar view showing the user's schedule. It includes a table with columns for days of the week and rows for AM and PM. A red box labeled '3' highlights the 'View more' link.

Go to the screen where you view details

2-3. My information and job management

I Q&A1View more >

Title	Registration date	Action
title (0)	2024-12-26	Reply
video (0)	2024-12-26	Reply
test create question (1)	2024-12-23	Reply
title (0)	2024-12-23	Reply
video (0)	2024-12-23	Reply

I Event2View more >

Title	Registration date	
Job fair 2024 year	2024-12-25	View more >
Job fair(2024.12.22)	2024-12-22	View more >
TEST(cgo)1217_1	2024-12-17	View more >
TEST2	2024-12-16	View more >
Job fair 2024 year	2024-11-14	View more >

I Job information3View more >

Job title	Company name	Registration date
Salesforce Developer (Junior &...	UBION(20241114)	2024-12-17
test2	UBION(20241114)	2024-12-17
test	UBION(20241114)	2024-12-16
job required(2024.12.14)	UBION(20241114)	2024-12-14
Kế Toán Nội Bộ Kiểm Admin - Mạ...	UBION(20241114)	2024-12-12

I Kept Trainee4View more >

Title	Details
Seeranga Arachchilage Ishara P...	Trainee not found.
Seeranga Arachchilage Ishara P...	Trainee not found.
Seeranga Arachchilage Ishara P...	Trainee not found.

I OJT Information5View more >

Job title	Company name	Status	Matches
test2	UBION(20241114)	Progress	1
test2	Samsung	Progress	2
test	UBION(20241114)	Progress	1
OJT 20241214	UBION(20241114)	Progress	1
OJT Registration UBION	UBION(20241114)	Progress	1

Register a new Counselling6

Technical and Vocational Education Training

Register

Get the latest news7

Technical and Vocational Education Training

FAQUser Manual

- ① List of queries and responses registered by all users
- ② List of events registered by all users
- ③ Recruitment information registered by the Company
- ④ List of Trainees that CGO is managing for future recommendations
- ⑤ OJT list registered by the Company
- ⑥ Move to Registration of Unreserved Visited Trainees screen
- ⑦ Move to the announcement and manual inquiry screen

2-4. CGO membership withdrawal by Admin

1

Dashboard

Overview

CGO Performance

Institute Performance

Company Performance

Career Guidance

Support

Formation

Membership

Trainee

CGO

CGO List

CGO Approval List

Company

Administrator

Company Recruiter

System Management

Admin > Membership > CGO > CGO List

Q Name

No	Institution	Name	Guidance	Cancel	Event	Content	Reply	Approval
1	Feel IT Nursing Academy (Pvt) Ltd	Vera_CGO(20241111) Choi_CGO(20241111)	18	5	6	12	33	Verified
2	Technical College - Palonnaruwa	Saaho Joe	5	0	12	1	4	Verified
3	School of Nursing and Midwifery	CGO-veral CGO-choi	7	0	0	0	0	Verified
4	Textile Training Services Centre	CGO-test1 CGO-choi	0	0	0	0	0	Rejected
5	Aquinas College of Higher Studies	cgo user1	0	0	0	0	0	Rejected
6	CEB Training Center-Piliyandala	CGO Colombo District	0	0	0	0	0	Request
7	Informatics Institute of Technology Ltd	Vera Choi	0	0	0	0	0	Rejected
8	National Youth Services Council	Vera(228) Choi	0	0	0	0	0	Verified

Showing 1 to 8 of 8 results

Per page 10

CGO Detail

Station

✓ verified

Sign-up Information

Institute

National Youth Services Council

District

Colombo

Basic Information

TEST Type

National Youth Services Council

Sign-up date

Dec 08, 2024 20:04:14

Withdraw

2

Among the CGOs approved for membership, the administrator may withdraw from the membership.

1

Your account was locked

CareerOne<info@videabiz.com>

받는 사람: 나

월 2024-12-29 오후 4:19

NOTICE: YOUR ACCOUNT IS SUSPENDED

Dear Vera(1228) Choi,

Career One would like to inform you that your account on CareerOne has been suspended due to irregularities and violations of our policies.

Reason :

If you have any questions, please contact us via email at careerone@tvec.gov.lk or by phone at [0987654321](tel:0987654321).

Sincerely,

CareerOne

When membership withdrawal is made by the administrator, e-mails are sent and the platform is not accessible.

2

Choose login

CAREER ONE

Welcome back!

Your account is not verified by administrator!

admin@tvec.com

Password *

Forgot Password?

Sign in

Don't have account? Sign up

2-2

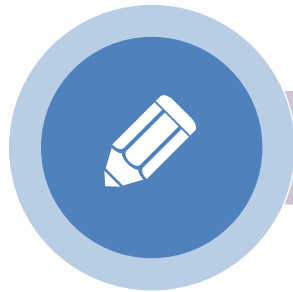
Practice using the platform

[Module 2 - Career Test / Career and employment Guidance]

1. Process

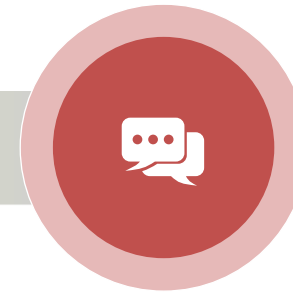


Career Test



- 1) Trainees conduct career tests online
- 2) CGO inquires about the results of the career test of Trainees belonging to the institution

Guidance



- 1) Trainees reserve guidance online
- 2) It is automatically assigned to CGO, and CGO processes reservation confirmation or transfer
- 3) Register the result of offline guidance with the Trainee or respond to inquiries online
- 4) Trainees check the details of the guidance results when they conduct a satisfaction survey after guidance is over
- 5) CGO adds Trainee to a waiting list if Trainee requests consultation without appointment

2-1-1. Career Test for Trainee


① Trainees conduct career tests online

1

Occupational psychological test:
Finding Your True North

Career platform job psychology tests objectively measure various psychological characteristics such as individual abilities, interests, and personalities to help you understand yourself and help you choose a career field that is more suitable for your individual characteristics.


Test now



Home > Career Test


Occupational psychological test:
Finding Your True North

Career platform job psychology tests objectively measure various psychological characteristics such as individual abilities, interests, and personalities to help you understand yourself and help you choose a career field that is more suitable for your individual characteristics.




Career Interest Test

Test now




Career Key Test

Test now



Interest and Ability Test

Test now



Interest, Ability and Personality Test

Test now

25

KOICA UBION

2

Courses

Select one that best suits you:

GEOGRAPHY	TECHNICAL DRAWING
CHEMISTRY	METALLURGY
MUSIC	BIOLOGY
HOME SCIENCE	POETRY
MATHEMATICS	ENGINEERING
BUSINESS	HEALTH CARE
AGRICULTURE	PHYSICS
TEXTILES	WOODWORK
HISTORY	GEOLOGY
ECONOMICS	DIGITALS
RELIGIOUS STUDIES	ENGINEERING
ZOOLOGY	PHOTOGRAPHY
RETAILING	PLUMBING
POLITES	MISCELLANY
SECRETARIAL STUDIES	ART
ENVIRONMENT	SOCIAL PROBLEMS
ACCOUNTANCY	ELECTRONICS
COMPUTING	MEDICINE
PHYSICAL EDUCATION	ADVERTISING
LIBRARIANSHIP	EDUCATIONAL TEACHING
BUILDING	MANAGEMENT

100%

Diagram illustrating the sequence of three tests:

- 1. Career Key Test** (Psychological test: First Half of Test Month)
- 2. Career Interest Test** (Psychological test: First Half of Test Month)
- 3. Interest and Ability Test** (Psychological test: Second Half of Test Month)

Name	Siddha Anandhalingam Sharma Pradeep Akshay
NIC number	19870302079
Date	2024-10-28

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. Note that 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
Education	0.0
Personal	2.0
Science	1.0
Creative	2.0
Business	1.0
Office	0.0
Social	1.0

Source: [Big5Test](#)

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 now Test

3

KOICA UBION

2-1-2. Career Test for CGO

HomeAbout usCareer guidance ▾Job support ▾Information ▾

Home > Carrer guidance > Career Test2

Q Trainee name

Search

All ▾

Career Test Type	Trainee institution	Trainee name	Test Date	Result
Career Interest Test	N/G	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-28	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 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 ↓

Showing 1 to 10 of 23 results

1

2

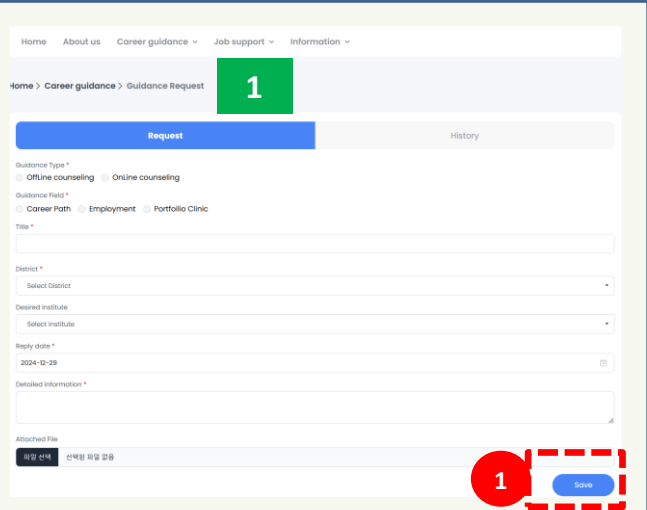
3

② CGO inquires about the results of the career test of Trainees belonging to the institution



Check the result of the Trainee’s career test on the screen or download it as a document

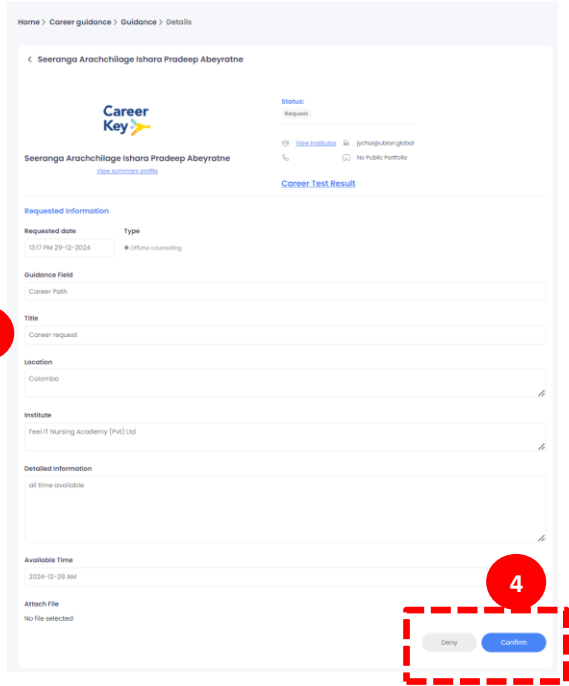
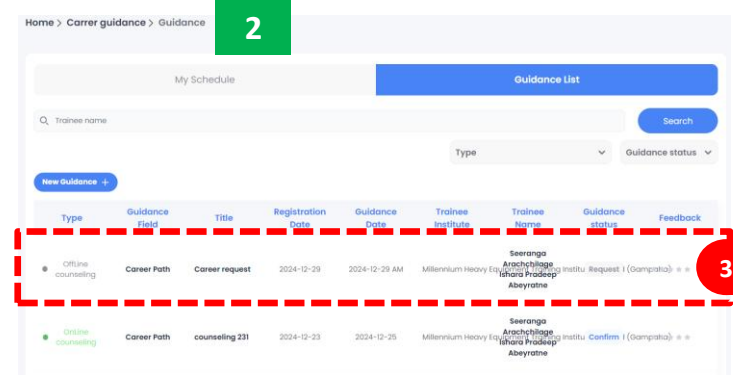

2-2-1. Request guidance for trainee



Offline guidance is to book a guidance and visit an institution, and online guidance is to reply the inquiry through the platform when Trainee post a question.

- ① Trainees reserve a guidance by online
- ② It is automatically assigned to CGO, and CGO processes reservation confirmation or transfer

2-2-2. Guidance request confirmation for CGO



2-2-3. Conduct guidance for CGO

3

Home > Career guidance > Guidance

My Schedule

Guidance List

Weekly

Dec 2024	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
23	24	25	26	27	28	29	30	31	1	2	3	4
1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	1	2	3	4	5	6	7	8

Monthly

December 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Check the count of requests, confirmations, terminations, and transfers (cancellation) by date

Home > Career guidance > Guidance > Guidance List

My Schedule

Guidance List

Q Trainee name

Search

Type

Guidance status

New Guidance +

Type	Guidance Field	Title	Registration Date	Guidance Date	Trainee Institute	Trainee Name	Guidance status	Feedback
Offline guidance	Career Path	Career request	2024-12-29	2024-12-29 AM	Millennium Heavy Equipment Training Institute (Pvt) Ltd (Gampaha)	Seeranga Arachchilage Ishara Pradeep Abeyratne	Completed	★★★★☆
Online guidance	Career Path	counseling 231	2024-12-23	2024-12-25	Millennium Heavy Equipment Training Institute (Pvt) Ltd (Gampaha)	Seeranga Arachchilage Ishara Pradeep Abeyratne	Completed	★★★★★

③ Register the result of offline guidance with the Trainee or respond to inquiries online

Home > Career guidance > Guidance > Details

Seeranga Arachchilage Ishara Pradeep Abeyratne

Career Key

Status: Confirm

View Institute

View Public Profile

View summary profile

Job match

Counseling Questionnaire

Career Test Result

Resume (CV)

TVET Courses

Requested information

Requested date

Type

09:51 AM 23-12-2024

Online counseling

Guidance Field

Career Path

Title

counseling 231

Location

Colombo

Institute

Detailed information

Counseling

Available Time

2024-12-25

Attach File

No file selected

Result

Cancel

Submit

2-2-4. Satisfaction survey and result inquiry for Trainee and CGO

④ Trainees check the details of the guidance results when they conduct a satisfaction survey after guidance is over

Home > Career guidance > Guidance History

Request History

Feedback

Please give us your feedback for the following CGO Vera_CGO(20241111) Choi_CGO(20241111)

Organized Friendly Detailed Kind Good Service

Good guidance

Submit

< Career request

Requested date: 13:17 PM 20-12-2024 Type: Offline counseling

Guidance Field: Career Path

Title: Career request

Location: Colombia

Institute: Feel IT Nursing Academy (Pvt) Ltd

Detailed information: all time available

Available Time: 2024-12-20 AM

Attach File: No file uploaded

Result: need to test english. Also, create path.

Feedback of Trainee: Good guidance

This is your feedback for the following CGO Vera_CGO(20241111) Choi_CGO(20241111)

Organized Good Service

Home > Career guidance > Guidance > Details

< Seeranga Arachchilage Ishara Pradeep Abeyratne

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Status: Completed

Requested date: 13:17 PM 20-12-2024 Type: Offline counseling

Guidance Field: Career Path

Title: Career request

Location: Colombia

Institute: Feel IT Nursing Academy (Pvt) Ltd

Detailed information: all time available

Available Time: 2024-12-20 AM

Attach File: No file selected

Result: need to test english. Also, create path.

Feedback of Trainee: Good guidance

This is feedback from the following Trainee Seeranga Arachchilage Ishara Pradeep Abeyratne

Organized Good Service Friendly Detailed Kind

2-2-5. Guidance waiting list

⑤ CGO registers waiting list if Trainee requests consultation without appointment

Home > Carrer guidance > Guidance 5

My Schedule

Guidance List

Q Trainee name

Search

Type

Guidance status

1

New Guidance +

Type	Guidance Field	Title	Registration Date	Guidance Date	Trainee Institute	Trainee Name	Guidance status	Feedback
● Offline counseling	Career Path	Career request	2024-12-29	2024-12-29 AM	Millennium Heavy Equipment Training Institute	Seeranga Arachchilage Ishara Pradeep Abeyratne	Completed	Gampola ★ ★

Guidance

< New Guidance

Guidance Type *

● Offline CGO

Date *

2024-12-29

AM

Institute

Feel IT Nursing Academy (Pvt) Ltd

District

Colombo

Guidance Field *

Career Path

Employment

Portfolio Clinic

First Name *

eg: John

Last Name *

eg: Doe

Trainee NIC *

Trainee's mobile

Trainee's email

Trainee's institute information *

Title *

You can choose one of these Guidance titles:

Counseling service

Self Employment

Skills Development

Vocational Training

Higher Education

Employment

Description *

2

Submit

2-3

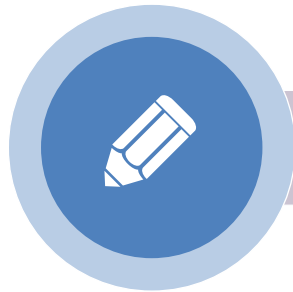
Practice using the platform

[Module 3 – Portfolio Management]

1. Process



Registration



- 1) Trainees create a portfolio
- 2) Reveal the portfolio of Trainees to companies and CGOs

View



- 1) Look up the Trainee's portfolio

- ① Trainees create portfolio
- ② Reveal the portfolio of trainees to Companies and CGOs



2-2. View portfolio for CGO

① Look up the Trainee's portfolio

Resume

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Basic Information

Seeranga Arachchilage Ishara Pradeep Abeyratne

077750927

73/42, Kintupane Avenue, Colombo 05

Education

Feel IT Nursing Academy (Pvt) Ltd

Course name: Certificate for Caregiver (Part time)

Millennium Heavy Equipment Training Institute (Pvt) Ltd

Course name: Certificate for Forklift Operator (Full time)

Portfolio

Seeranga Arachchilage Ishara Pradeep Abeyratne

Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)

Basic Information

Seeranga Arachchilage Ishara Pradeep Abeyratne

077750927

73/42, Kintupane Avenue, Colombo 05

About me

Crâe veniam error neicidenda operiam impedit similique asper. Voluptatem recusandae occaecati fuga laborum et ipsum nam. Odo officis qui est harum.

TVEC Education

Feel IT Nursing Academy (Pvt) Ltd

Course name: Certificate for Caregiver (Part time)

Millennium Heavy Equipment Training Institute (Pvt) Ltd

Course name: Certificate for Forklift Operator (Full time)

Education

Primary School

Secondary School

Home

About us

Career guidance

Job support

Information

Home > Job support > Trainee list

1

Q Trainee name

Search

All

1

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)

Updated 6 minutes ago

JBIOI

T.L.A.P.Kumara

National Apprenticeship and Industrial Training Authority | Driver (L3-2022-03-06)

Updated 1 week ago

Showing 1 to 2 of 2 results

3

OJT Match

Job Match

Recruitment and OJT recommendations are possible while looking at the information of Trainees belonging to the institution, and interested Trainees can be managed with 'Keep'.

Home > Job Support > Trainee list > OJT Match

< OJT match

Trainee name

Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position

Electrician

District

Sector

Search

All

Company	OJT title	Required word experience	Required skills	Registration Date	Status	OJT match
UBION(2024014)	test2	Not limit	software skills	2024-12-17	In Progress	
Samsung	test2	Not limit	software skills	2024-12-17	In Progress	

Home > Job support > Trainee list > Job match

Trainee name

Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position

Job

Sector

District

Search

All

Job title	Company	Registration Date	End date	Status	Applied	Matched	Job Match
test2	UBION(2024014)	2024-12-17		In Progress	1	2	
test1	UBION(2024014)	2024-12-16		In Progress	1	2	

Showing 1 to 2 of 2 results

36

KOICA UBION

2-4

Practice using the platform

[Module 4 – Employment Support]

1. Process

Job vacancy & OJT



- 1) Job vacancy registration
- 2) OJT registration

※ The person in charge of Company recruitment shall sign up for Company information and membership.
(Same process as CGO)

Apply



- 1) Trainees search for recruitment and apply

Recommendation



- 1) CGO recommends Trainees (recruitment, OJT)

Confirmation of employment



- 1) Companies register the results of confirmation of employment
- 2) Inquire the Trainees who disclosed the portfolio and conduct the recruitment process

2-1-1. Job vacancy registration for Company

① Job vacancy registration

Home > Job support > Job vacancy management

1

Job Register +

1

Q Job title

Search

Status

Job title	Registration date	Close Date	Status	Applied	Matched	Unread	Shortlist
Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm...	2024-12-12	2024-12-13	Closed	1	0	0	0
Salesforce Developer (Junior & Expert)	2024-12-17	2024-12-31	In Progress	1	0	0	0
job required(2024.12.14)	2024-12-14	2025-01-11	In Progress	0	0	0	0
test	2024-12-16		In Progress	1	2	1	1
test2	2024-12-17		In Progress	1	2	1	0

Showing 1 to 5 of 5 results

3

Home > Job support > Candidate list

< test2

Q Trainee name

Search

All type

All status

IBIOI

T.L.A.P. Kumara

Job Match

National Apprentices and Industrial Training Authority (Driver (13-2022-03-06))

Updated 2 days ago

Career Key

Seerango Anarchilage Ishara Pradeep Abeyratne

Candidate

Job Match

Millennium Heavy Equipment Training Institute (Pvt) Ltd (Heavy Vehicle Operator (13-2023-09-06))

Updated 1 week ago

Showing 1 to 2 of 2 results

Home > Job support > Job vacancy management > Register Job

Job detail

Title *

Job type *

Permanent Contract base

Job location *

Local Foreign

Sector *

(A) Agriculture, Hunting and Forestry

Number of Recruitments*

eg: 100

Work condition

Working day

Select working day

Select date

Working hours

Salary per month

Min salary

Max salary

Application Requirements

Gender *

Male Female N/A

Age limitation

Min age

Max age

Required work experience *

Required skills

Education Qualification, Vocational Qualification(course, level) and language proficiency Required

Application deadline

Starting date

End date

Inquiries

Name

Verlo-company Chair-company

Email

lychaigubon@global

Contact info

111

Job Role

Role

Attach file

파일 선택

선택된 파일 목록

Cancel

Save

2

Inquire candidates and recommendation of CGO

2-1-2. OJT registration for Company

② OJT registration

Home > Job Support > OJT Management

1

OJT Registration +

1

Q OJT title

Search

Status

Recently

OJT title	Company	Required skills	Required work experience	Registration Date	Status
test2	UBION(20241114)	software skills	Not limit	2024-12-17	In Progress
test	UBION(20241114)	software skills	Not limit	2024-12-17	In Progress
OJT 20241214	UBION(20241114)	IT experience 5 year...	5 ~ 10	2024-12-14	In Progress
OJT Registration UBION	UBION(20241114)	Không chỉ là một tou...	Not limit	2024-12-13	In Progress
UBION-OJT-PAO	UBION(20241114)	Theory 6 month	Not limit	2024-11-18	Closed

Showing 1 to 5 of 5 results

3

Inquire recommendation of CGO

Home > Job Support > OJT management > Candidate list

< OJT Registration UBION

Q Trainee name

Search

Seeranga Arachchilage Ishara Pradeep Abeyratne

1 month ago

Millennium Heavy Equipment Training Institute (Pvt) Ltd

Heavy Vehicle Operator (13-2023-09-09)

Updated 1 hour ago

Showing 1 to 1 of 1 results

Home > Job support > OJT management > OJT Registration

OJT details

Title *

Company name*

UBION(20241114) - Headquarter

Training period*

eg: 6 months

Number of recruitments*

eg: 100

Application Requirements

Gender*

Male

Female

N/A

Age limitation

Min age

Max age

No limitation

Required work experience*

Min work experience

Max work experience

No limitation

Required skills*

Require skills

Application deadline

Start date

End date

Inquiries

Name

Vera-company Choi-company

Email

ychoi@ubion.global

Contact info

1111

Cancel

Save

2

40

KOICAUBION

2-2. Apply of job vacancy for Trainee

① Trainees search for recruitment and apply

Home > Job Support > Company list

1

Q Company name

Search

Location

Sector

Company information

Bookmark

Company name	Office type	Type of enterprise	District	Job vacancy	Bookmark
LG	Headquarter	Non-Government	Colombo	4	0
Samsung	Headquarter	Non-Government	Colombo	0	1
UBION(202412.24)	Headquarter	Semi Government	Colombo	0	0
UBION(202412.25)	Headquarter	Private	Colombo	0	0
UBION(202411.4)	Headquarter	Non-Government	Colombo	4	0
UBION_Br	Branch	Non-Government	Colombo	0	0
VIDEA	Branch	Semi Government	Colombo	0	0
kca					
kca					

Showing 1 to 9 of 9 results

Home > Job Support > Job post list

All

Applied

Matched

Q Job title

Search

Location

Sector

Recently

Bookmark

test

UBION(20241114)

Permanent

test2

UBION(20241114)

Permanent

200 - 400 \$ - Discussion

Job expert---

LG

Permanent

Home > Job Support > Job post list > Job Details

Job details

Title *
job required(2024.12.14)

Job type *
☐ Permanent ☒ Contract base

Job location *
☒ Local ☐ Foreign

Job/Occupation *
(1) Transport, Storage and Communications

Number of Recruitments*
5

Work condition

Working day
2025-01-06

Working hours
9:00 07:16

Salary per month
\$ 100 5000

☐ Discussion Available

Application Requirements

Gender
☐ Male ☐ Female ☒ N/A

Age limitation
No limitation

Required work experience *
3 years

☐ No limitation

Required skills
dssdd

Application deadline
2024-12-26 2025-01-1

Inquiries

Name
vera-company Char-company

Email
lycho@ubion.global

Contact info
111

Job Role

Role
2222
33333

Attach file
sc_chart_wdy8fwi3q_172904987354.pdf

Apply

1

2-3. Recommend a Trainee for CGO

① CGO recommends Trainees (recruitment, OJT)

HomeAbout usCareer guidanceJob supportInformation

Home > Job support > Trainee list

1

Q Trainee name

Search

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)

Updated 6 minutes ago

JOBIO

T.L.A.P.Kumara

National Apprentice and Industrial Training Authority | Driver (L3-2022-03-06)

Updated 1 week ago

OJT Match

Job Match

OJT Match

Job Match

Showing 1 to 2 of 2 results

Recruitment and OJT recommendations are possible while looking at the information of Trainees belonging to the institution, and interested Trainees can be managed with Keep.

Home > Job support > Trainee list > OJT Match

< OJT match

Trainee name

Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position

Electrician

District

Sector

Search

Company	OJT title	Required word experience	Required skills	Registration Date	Status	OJT match
UBION(20241114)	test2	Not limit	software skills	2024-12-17	In Progress	
Samsung	test2	Not limit	software skills	2024-12-17	In Progress	

Home > Job support > Trainee list > Job match

Trainee name

Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position

Job

Sector

District

Search

Job title	Company	Registration Date	End date	Status	Applied	Matched	Job Match
test2	UBION(20241114)	2024-12-17		In Progress	1	2	
test	UBION(20241114)	2024-12-16		In Progress	1	2	

Showing 1 to 2 of 2 results

2-4-1. Employment for Company

① Companies register the results of employment

Home > Job support > Job vacancy management

Job Register +

Q Job title

Search

Status ▾

Job title	Registration date	Close Date	Status	Applied	Matched	Unread	Shortlist
Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm...	2024-12-12	2024-12-13	Closed	1	0	0	0
Salesforce Developer (Junior & Expert)	2024-12-17	2024-12-31	In Progress	1	0	0	0
job required(2024.12.14)	2024-12-14	2025-01-11	In Progress	0	0	0	0
test	2024-12-16		In Progress	1	2	1	1
test2	2024-12-17		In Progress	1	2	1	0

Showing 1 to 5 of 5 results

Home > Job support > Candidate list

< Salesforce Developer (Junior & Expert)

Q Trainee name

Search

All type ▾ All status ▾

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Candidate

Millennium Heavy Equipment Training Institute (Pvt) Ltd Heavy Vehicle Operator (13-2023-09-09)

Updated 1 minute ago

Read

Showing 1 to 1 of 1 results

Resume

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Basic Information

Seeranga Arachchilage Ishara Pradeep Abeyratne

jychol@ubion.global

0777760927

73/42, Kirukapone Avenue, Colombo 05

Education

Feel IT Nursing Academy (Pvt) Ltd

(Industry sector: (N) Health and Social Work)

Course name: Certificate for Caregiver (Part time) (2023-04-22 - 2023-07-21)

Millennium Heavy Equipment Training Institute (Pvt) Ltd

(Industry sector: (I) Transport, Storage and Communications)

Course name: Certificate for Forklift Operator (Full time) (2023-08-21 - 2023-09-05)

Certificate

Care Giver - L3

(2023-08-18)

Heavy Vehicle Operator - L3

(2023-09-09)

Portfolio

View

Cancel

Select

Home > Job support > Candidate list

< Salesforce Developer (Junior & Expert)

Q Trainee name

Search

All type ▾ All status ▾

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Candidate

Millennium Heavy Equipment Training Institute (Pvt) Ltd Heavy Vehicle Operator (13-2023-09-09)

Updated 1 minute ago

Selected

Showing 1 to 1 of 1 results

2-4-2. View of Trainee portfolio for Company

② Inquire the Trainees who disclosed the portfolio, and conduct the recruitment process

Home

About us

Job support ▾

Information ▾

2

Home > Job Support > Trainee list

Q Trainee name

Search

Institute ▾

JBIOI

T.L. A. P. Kumara

National Apprentice and Industrial Training Authority | Driver (L3-2022-03-06)

Updated 1 week ago

Career Key

Seeranga Arachchilage Ishara Pradeep Abeyratne

Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)

Updated 1 hour ago

Showing 1 to 2 of 2 results

<

1

>

Keep

Resume

UBION

T.L. A. P. Kumara

Basic Information

T.L. A. P. Kumara

jychol@maddie.net

54545454

260/C/1, Poowagodawaththa, Diyalape, Akuressa.

Education

No information

Certificate

No information

Portfolio

No information

Cancel

Keep

1

2-5

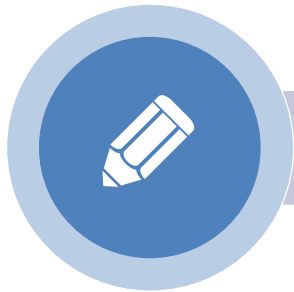
Practice using the platform

[Module 5 – Information Management]

1. Process



Contents



- 1) Contents registration (Video, Document)
- 2) Uploaded content is approved by Administrators

Event



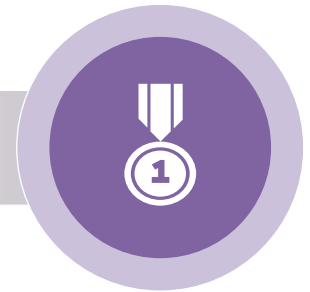
- 1) Event registration
- 2) Uploaded event is approved by Administrators
- 3) Approved events are viewed by all users

Notice and Q&A



- 1) Users view notice registered by Administrators
- 2) Anyone can ask and answer questions

Inquiry Information



- 1) Inquiry of various information

2-1-1. Video registration for CGO

① Contents registration

Home > Information > Content management > Video

1

Content Name

Search

All

Recently

Upload video +

1

Top Interview Tips: ...

indeed

How to create(2024.12.23)

2024-12-23 13:58:57

Status: Request

동영상물 재생할 수 없음

영도대가 동영상물 해당 국가에서 볼 수 있도록 설정하지 않았습니다.

TEST(CGO)

2024-12-16 14:40:49

Status: Approval

TED Career change: The ...

content-20241214

2024-12-14 16:57:48

Status: Approval

Career One Event Re...

Content-Video(2024.11.14)

2024-11-14 16:57:28

Status: Approval

Career Guidance Ca...

CAREER GUIDANCE CAPACITY BUILDING TRAINING FOR CGO

Content-Video(2024.11.13)

2024-11-14 03:59:54

Status: Approval

Showing 1 to 5 of 5 results

Video upload

Content name *

URL video *

Content introduction *

Cancel

Submit

2

Accessibility English

Dashboard

Overview

CGO Performance

Institute Performance

Company Performance

Career Guidance

Job Support

Information

Content

Content List

Content Approval List

Events

Q&A

Notice

FAQ

Membership

Trainee

CGO

Admin > Information > Content > Content List > Video

Document

Video

Search

Recently

Contents uploading +

Top Interview Tips: Comm...

indeed

How to create(2024.12.23)

2024-12-23 Author: Vero_CGO(20240801) cheu_CGO(20240801)

< How to create(2024.12.23)

Status: Pending Approval

Top Interview Tips: Common Questions, Nonverbal Communication & More | Indeed

Date: 2024-12-23T06:08:57.000000Z

Author/Member

Title: How to create(2024.12.23)

Detail: How to create my ability

Reject

Approval

3

2-1-2. Document registration for CGO

② Documents registration

HomeAbout usCareer guidanceJob supportInformation

Home > Information > Content management > Document

Content Name

Search

AllRecently

Upload document +

No.	Title	File type	Status	Size	Registration date	Action
1	1111	p	Request	0.71 MB	2024-12-26	
2	document(2024.12.25)	pdf	Request	0.07 MB	2024-12-25	
3	TEST012	docx	Approval	0.01 MB	2024-12-16	
4	TEST_R	pdf	Reject			
5	content(20241214)-docu	pdf				
6	Content-Documen(2024.11.13)-2	pdf	Reject			
7	Content-Documen(2024.11.13)-1	pdf				

Showing 1 to 7 of 7 results

Document content

Content name *

Content introduction *

Author

License

Choose a file or Drag it here

Maximum size of attachable files: 20M with document formats like PDF or Docx

CancelSubmit

Dashboard

Overview

CGO Performance

Institute Performance

Company Performance

Career Guidance

Job Support

Information

Content

Content List

Content Approval List

Events

Q&A

Admin > Information > Content > Content List > Document

DocumentVideo

Contents uploading +

Q Title

No	Date	Title	Author	Type	Member	Status
1	2024-12-26 18:28:36	1111		pdf	cgo	Request
2	2024-12-25 11:29:50	document(2024.12.25)		pdf	cgo	Request

Showing 1 to 2 of 2 results

Per page10

< 1111

Status: X Pending-Approval

Date2024-12-26T11:28:16.000000Z

Author/Member

Title1111

Detail22222

RejectApproval

2-2. Event registration for CGO

① Event registration

HomeAbout usCareer guidanceJob supportInformation

Home > Information > Event

1

Event Title

Search

Event typeAllRecently

New event

No.	Type	Title	Registration date	Status	Action
1	Competition	Competition(2024.11.13)	2024-11-14	Reject	
2	Job fair	Job fair 2024 year	2024-11-14	Approval	
3	Job fair	TEST2	2024-12-16	Request	
4	Announcement	TEST(cgo)1217_1	2024-12-17	Approval	
5	Competition	TEST(2024.12.22)	2024-12-22	Request	
6	Competition	Job fair 2024 y			

Showing 1 to 6 of 6 results

Home > Information > Event > New event

TypeCompetitionTitleWrite a title

DateDec 29 2024Dec 29 2024

Thumbnail*Place

Details*

Enter details for event:

Choose a file or Drag it here

2

AccessibilityEnglish

Admin > Events > Event Approval List

No	Date	Title	Author	Event Type	Member	Status
1	2024-12-17 17:00:26	Test New Event (1)	Socho Joe	Job fair	cgo	
2	2024-12-17 17:00:54	Test New Event (2)	Socho Joe	Competition	cgo	
3	2024-12-17 17:01:16	Test New Event (3)	Socho Joe	Announcement	cgo	
4	2024-12-17 17:01:35	Test New Event (4)	Socho Joe	Competition	cgo	
5	2024-12-17 17:01:57	Test New Event (5)	Socho Joe	Competition	cgo	
6	2024-12-17 17:02:34	Test New Event (6)	Socho Joe	Competition	cgo	
7	2024-12-16 18:39:49	TEST2	Vera_CGO(20241111) Chol_CGO(20241111)	Job fair	cgo	
8	2024-12-17 17:02:31	Test New Event (7)	Socho Joe	Competition	cgo	
9	2024-12-17 17:02:49	Test New Event (8)	Socho Joe	Competition	cgo	
10	2024-12-17 17:03:04	Test New Event (9)	Socho Joe	Competition	cgo	

Showing 1 to 10 of 10 results

Test New Event (1)

TEST NEW EVENT (1)

3

Events

Competition

TEST EVENT1212

Job fair(2024.12.22)

TEST(cgo)1217_1

2-3-1. Notice for Admin

① Users view notice registered by Administrators

The screenshot displays the E-sign system interface. On the left is a sidebar menu with options like Dashboard, Career Guidance, Job Support, Information, Content, Content List, Content Approval List, Events, Event List, Event Approval List, Event Rejected List, Q&A, Notice, and FAQ. The main area shows the 'Admin > Notice > Notice List' path. A red dashed box highlights the 'New Notice +' button, and a green box highlights the '1' in the breadcrumb path. A blue arrow points from the 'New Notice +' button to the 'Create' button in the 'Create Notice' form at the bottom. The form includes fields for Type, Title, Start Time, and End Time, followed by a rich text editor and a 'Create' button (highlighted with a red dashed box and a red circle with the number '2').

[Home](#)
[About us](#)
[Career guidance](#)
[Job support](#)
[Information](#)

[Home](#) > [Information](#) > [Notice](#)

Notice

FAQ

Search

Type

No.	Type	Title	Registration Date	Action
1	Career Guidance	ss	2024-12-18	View more
2	Career Guidance	Hành Trình Phân Tích Kinh Doanh Định Cao Tại RBAC Mùa 5 - Cu...	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

Home > Information > Notice > Detail

Notice-Career Guidance(2024.11.13)

Career Guidance

2024-11-14 04:50:02

TVEC Admin Career Platform

Notice-Career Guidance(2024.11.13)

Notice-Career Guidance(2024.11.13)

INTERVIEW TECHNIQUES

QuestiaPro

interview2.jpg 9.08 KB

2-3-2. Q&A for All users

HomeAbout usCareer guidanceJob supportInformation

Home > Information > Q&A

2

Q Title

Search

Recently

New question +

1

No.	Title	Inquirer	Registration date	Action
1	title (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	Reply
2	video (0)	Vera_CGO(20241111) Choi_CGO(20241111)	2024-12-26	Reply
3	test create question (2)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-23	Reply
4	title (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-23	Reply
5	video (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-23	Reply

Question

Title *
Test

Content *
contents

Choose a file or Drag it here

Cancel

Save

2

② Anyone can ask and answer questions

Modifying Questions

Home > Information > Q&A > Detail

4

Test

2024-12-29 23:42:33 Vera_CGO(20241111) Choi_CGO(20241111)

contents

3

Vera_CGO(20241111) Choi_CGO(20241111)

test

2024-12-29 23:42:45

...

Vera_CGO(20241111) Choi_CGO(20241111)

test2

2024-12-29 23:42:50

...

Vera_CGO(20241111) Choi_CGO(20241111)

test23

2024-12-29 23:42:57

...

Vera_CGO(20241111) Choi_CGO(20241111)

Write something...

2024-12-29 23:42:57

...

Vera_CGO(20241111) Choi_CGO(20241111)

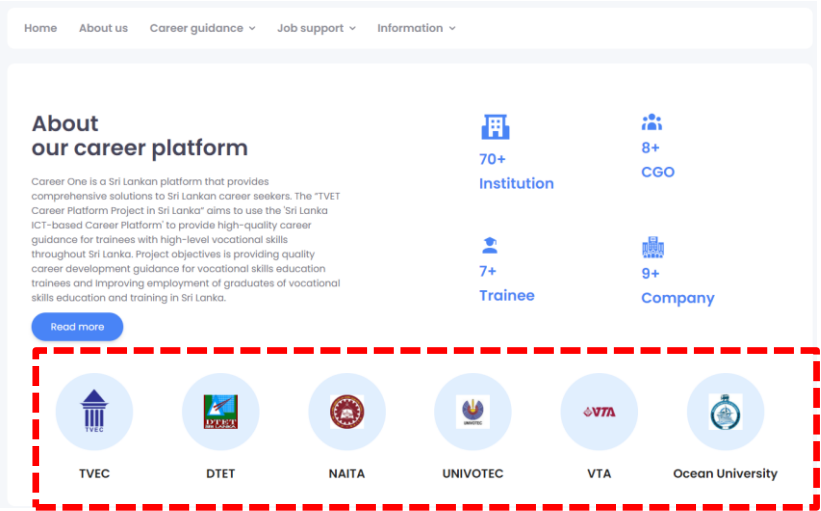
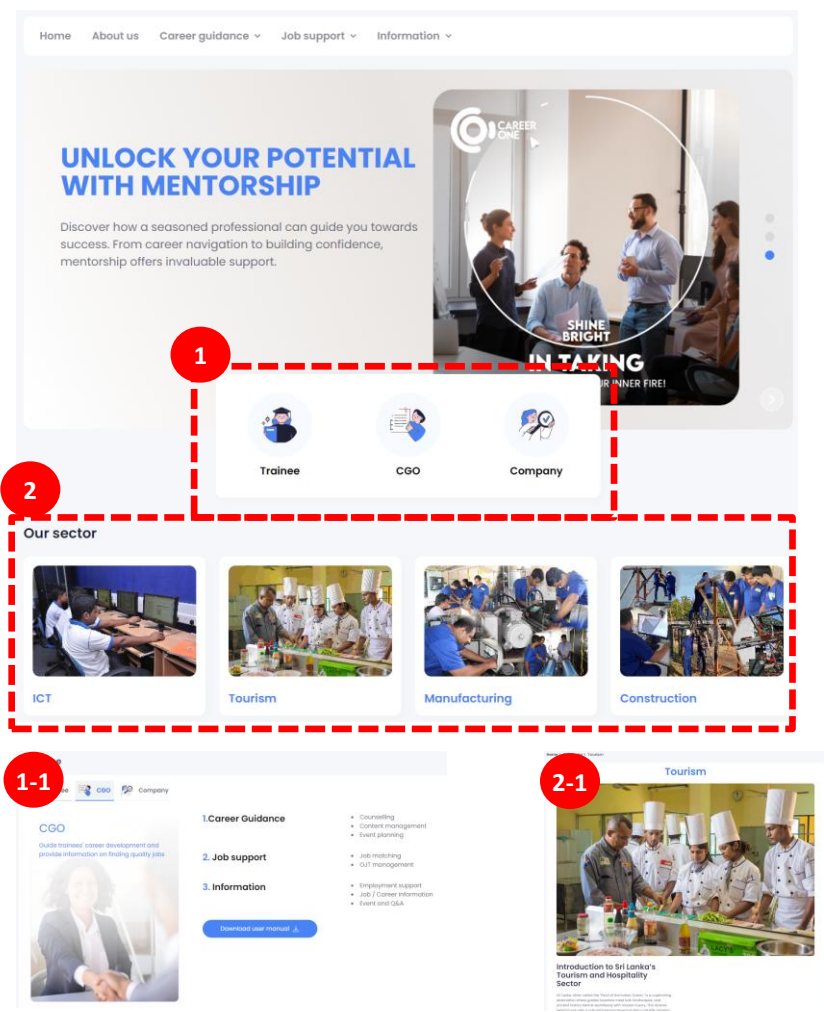
Write something...

2024-12-29 23:42:57

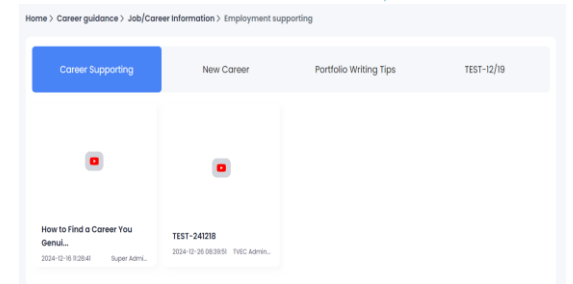
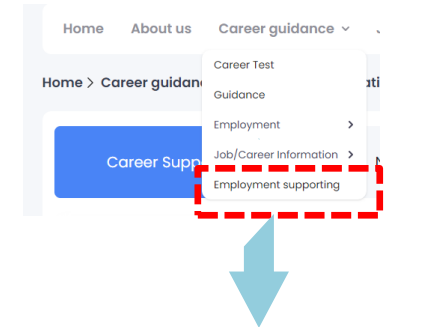
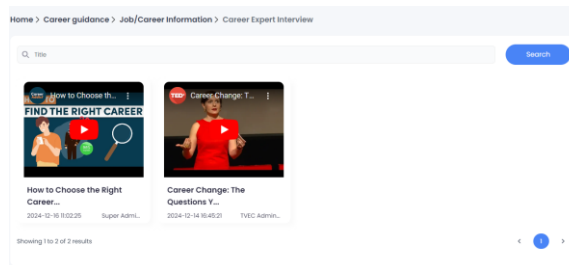
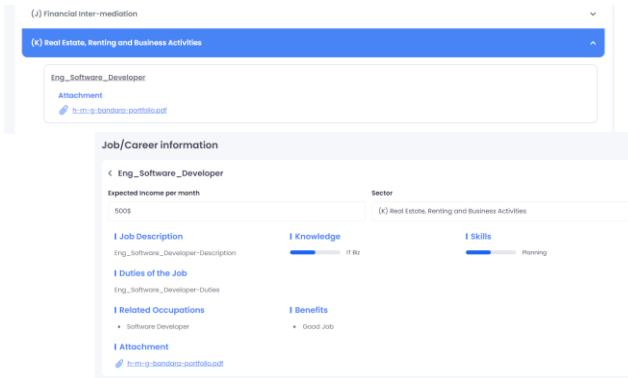
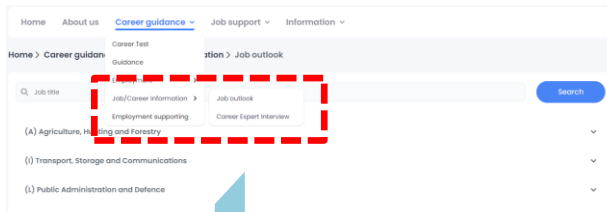
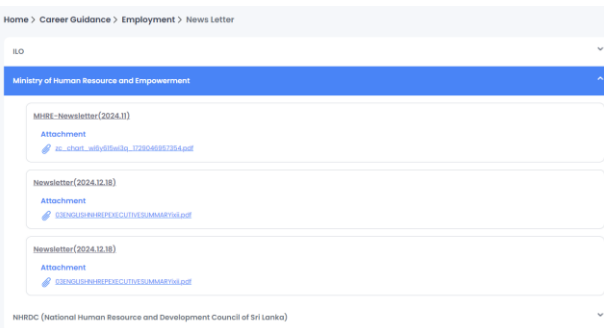
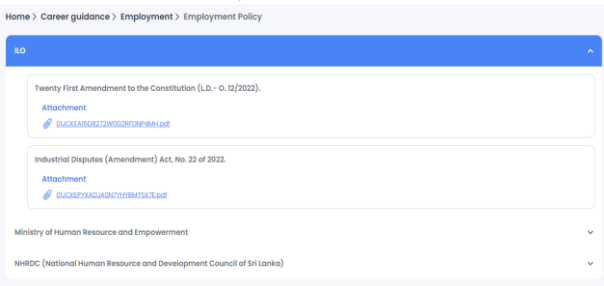
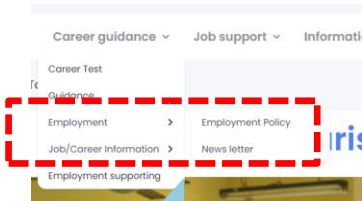
...

Many users can answer a question

2-4. Information of career and employment



2-4. Information of career and employment





Q&A